

# Export Programs Guide:

## A Business Guide to Federal Export Assistance

### 2003–2004 edition

This guide is the U.S. government's most comprehensive and widely distributed export resource, a listing of all federal government programs that aid U.S. companies in exporting their goods and services around the world. Nineteen different agencies have united to offer this publication and the many programs to help American firms succeed in the global marketplace. Dedicated to improving federal trade promotion programs, these agencies comprise the Trade Promotion Coordinating Committee (TPCC).

This edition features new and exciting programs to facilitate export financing and trade development. One such program is BuyUSA.com, an e-marketplace for U.S. companies to identify potential international partners and connect with them on-line. Another new program, the Small Business Administration's Export Express, combines technical assistance with the easiest export loan program to date.

For additional information on the listings in this guide or for any export questions you have, please contact the Trade Information Center (TIC), of the U.S. Department of Commerce. The TIC is the first stop for information on federal export assistance programs plus general, regional, and country counseling. The TIC has a team of international trade specialists available to give you tailored export assistance.

To contact a trade specialist, call 1-800-USA-TRAD(E), e-mail [tic@ita.doc.gov](mailto:tic@ita.doc.gov), or search TIC's on-line resources at [www.export.gov/tic](http://www.export.gov/tic), where the guide is also available in PDF format.



# ***The Trade Promotion Coordinating Committee***

*Chaired by the Secretary of Commerce*

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U.S. Department of State

U.S. Department of the Treasury

U.S. Department of Defense

U.S. Department of the Interior

U.S. Department of Agriculture

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U.S. Department of Transportation

U.S. Department of Energy

Office of Management and Budget

Office of the United States Trade Representative

Council of Economic Advisors

Environmental Protection Agency

Small Business Administration

U.S. Agency for International Development

Export-Import Bank of the United States

Overseas Private Investment Corporation

U.S. Trade and Development Agency

National Economic Council






*"Trade now accounts for a quarter of all U.S. economic activity, and it supports more than 12 million American jobs. These are good jobs, paying as much as 18 percent more than the average. Trade has been a major engine for growth in the world economy for over half a century."*

U.S. Commerce Secretary, Donald L. Evans





The 2003–2004 *Export Programs Guide* was compiled under the auspices of the Trade Information Center. The principal editor was Kristie L. Fitzwater. Editorial and production assistance was provided by the International Trade Administration's Office of Public Affairs. Design and composition were done by the Typography and Design Section of the U.S. Government Printing Office.

ISBN 0-16-051365-0

Superintendent of Documents stock no. 003-009-00729-1

Copies of this publication are available from the Trade Information Center,  
tel. (800) USA-TRAD(E) (872-8723)

April 2003

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# Chapter 1

## General Export Counseling and Assistance

### **International Trade Administration (ITA)/U.S. Department of Commerce**

The International Trade Administration is dedicated to opening markets for U.S. products and services and providing assistance and information to exporters. ITA units include: (1) 108 domestic Export Assistance Centers and 160 overseas offices in the U.S. Commercial Service network; (2) industry experts, market and economic analysts in Trade Development; (3) trade compliance and market access experts in Market Access and Compliance; and (4) import policy and trade compliance analysts in the Import Administration, which enforces laws and agreements that provide remedies to domestic industries injured by unfair import competition. These ITA units perform analyses, promote products, and offer services for the U.S. exporting community, including export promotion, counseling, and information programs listed elsewhere in this booklet.

**Contact:** 1-800-USA-TRAD(E) (1-800-872-8723); home page: [www.export.gov](http://www.export.gov).



### **Trade Information Center (TIC)/ITA/U.S. Department of Commerce**

The Trade Information Center is the first stop for companies seeking export assistance from the federal government. TIC trade specialists:

- ◆ Advise U.S. firms on all government export programs;
- ◆ Guide businesses through the export process;
- ◆ Provide country and regional business counseling on standards and trade regulations, distribution channels, opportunities and best prospects for U.S. companies, tariffs and border taxes, customs procedures, and common commercial difficulties;
- ◆ Direct businesses to market research and trade leads;
- ◆ Provide information on overseas and domestic trade events and activities.

TIC trade specialists also direct businesses to state and local trade organizations that provide additional assistance. Country information is available on Western Europe, Asia, the Western Hemisphere, Africa, and the Near East.

The Trade Information Center's Web site provides a variety of information, including answers to the most frequently asked questions on exporting, the *National Export Directory* of international trade contacts for each state, a directory of foreign trade offices in the United States, an Internet guide to export trade leads, the latest edition of the *Export Programs Guide*, and more. Extensive regional and country market and regulatory information is also available, including assistance with the NAFTA Certificate of Origin and other free-trade agreement processes.

**Contact:** TIC staff, 1-800-USA-TRAD(E) (1-800-872-8723); fax (202) 482-4473; e-mail: [tic@ita.doc.gov](mailto:tic@ita.doc.gov); home page: [www.export.gov/tic](http://www.export.gov/tic).





### ***U.S. Commercial Service (USCS)/ITA/U.S. Department of Commerce***

The mission of the USCS is to promote the export of goods and services from the United States, particularly by small and medium-sized businesses, and to protect U.S. commercial interests abroad. The 1,800 trade experts in the USCS work in 108 Export Assistance Centers, conveniently located throughout the country, and in U.S. embassies and consulates in more than 80 countries. Together, this network of trade professionals helps U.S. companies enter markets and increase exports by offering a wide variety of export assistance programs, from basic export counseling to specific trade events.

**Contact:** For information on the USCS and its programs, call 1-800-USA-TRAD(E) (1-800-872-8723), or consult the USCS home page: [www.export.gov/commercialservice](http://www.export.gov/commercialservice).



### ***U.S. Export Assistance Center (USEAC) Network/ITA/U.S. Department of Commerce***

The U.S. Department of Commerce, the U.S. Small Business Administration (SBA), the Export-Import Bank (Ex-Im Bank), the U.S. Agency for International Development (USAID), and the U.S. Department of Agriculture (USDA) have formed a nationwide network of U.S. Export Assistance Centers (USEACs). USEACs are located in more than 100 cities throughout the United States and serve as one-stop shops that provide small and medium-sized businesses with hands-on export marketing and trade finance support. USEACs work closely with federal, state, local, public, and private organizations to provide unparalleled export assistance to American businesses trying to compete in the global marketplace. USEACs are responsible for providing in-depth, value-added counseling to U.S. firms seeking to expand their international activities, as well as to companies that are just beginning to venture into international markets. USEAC trade specialists provide global business solutions by: (1) identifying the best markets for their clients' products; (2) developing effective market-entry strategies based on information generated from commercial offices; (3) facilitating the implementation of these strategies by advising clients on distribution channels, key factors to consider in pricing, and relevant trade shows and missions; and (4) providing assistance in obtaining trade finance available through federal government programs, as well as access to state, local, public, and private sector entities.

**Contact:** For the address and phone number of the USEAC nearest you, see appendix A, call 1-800-USA-TRAD(E) (1-800-872-8723), or consult the Web site at [www.export.gov/commercialservice](http://www.export.gov/commercialservice). You can also visit the Commercial Service's field Web sites at [www.buyusa.gov/\[country\]](http://www.buyusa.gov/[country]).

### ***U.S. Export Assistance Center (USEAC) Initiatives/ITA/U.S. Department of Commerce***

The **Rural Export Initiative** provides companies in rural areas with better access to export assistance and global market research by facilitating the availability of international trade services and increasing the number of companies in rural areas engaged in



exporting. The **Global Diversity Initiative** provides minority businesses with the international trade information and industry connections that can make their products or services successful in the global marketplace. The **Women in International Trade Initiative** offers the expertise, network, and experience of the Commercial Service to meet the needs of women in international trade.

**Contact:** For more information, contact Selina Marquez, (202) 482-4799; e-mail: [selina.marquez@mail.doc.gov](mailto:selina.marquez@mail.doc.gov); or view the home page: [www.export.gov/commercialservice](http://www.export.gov/commercialservice).

### ***USA Trade Center/U.S. Department of Commerce***

The USA Trade Center brings together export-assistance components of the U.S. Department of Commerce to serve as a single source for trade information, research support, counseling, and industry consultation. The Commerce Department's clients can obtain comprehensive export help and regulatory advice on all U.S. government programs, information on exporting to all countries, and access to a trade reference library and business services at one location in the Ronald Reagan Building in Washington, D.C.

**Contact:** 1-800-USA-TRAD(E) (1-800-872-8723); e-mail: [tic@ita.doc.gov](mailto:tic@ita.doc.gov); home page: [www.export.gov/tic](http://www.export.gov/tic).



### ***Small Business Program/Office of Export Assistance and Business Outreach (OEABO)/ITA/Department of Commerce***

Focusing on small and medium-sized enterprises (SMEs), including women- and minority-owned businesses, the Small Business Program advocates for the small business perspective in trade policy formulation and in multilateral fora, such as the World Trade Organization and the Organization for Economic Cooperation and Development. It also assists SME exporters, through outreach programs, to understand the benefits of trade and how trade policy affects their commercial success.

**Contact:** For more information on the Small Business Program, contact (202) 482-4792; e-mail: [small\\_business@ita.doc.gov](mailto:small_business@ita.doc.gov); or view the home page: [www.export.gov](http://www.export.gov).

### ***District Export Councils (DECs)/ITA/U.S. Department of Commerce***

DECs are organizations of leaders from local business communities whose knowledge of international business provides a source of professional advice for local firms. Closely affiliated with the U.S. Export Assistance Centers (USEACs), the 58 DEC nationwide combine the energies of more than 1,500 volunteers to supply expertise to small and medium-sized businesses in their local communities that are interested in exporting. For example, DEC organizers organize seminars that make trade finance understandable and accessible to small exporters, host international buyer delegations, design export resource guides, and create export assistance partnerships to strengthen the support given to local businesses.

**Contact:** For more information on DEC organizers, contact your local USEAC. For the address and phone number of the USEAC nearest you, see Appendix A, call 1-800-USA-TRAD(E) (1-800-872-8723), or visit [www.export.gov/tic](http://www.export.gov/tic).



### ***Office of International Trade (OIT)/Small Business Administration (SBA)***

The Office of International Trade works with other federal agencies and public and private sector organizations to encourage small businesses to expand their export activities, as well as to assist small businesses seeking to export. The OIT directs and coordinates SBA export finance and export development assistance. OIT outreach efforts include regional initiatives with Mexico, Nigeria, Chile, and Egypt. In addition, the OIT develops how-to and market-specific publications for exporters. The OIT oversees SBA loan guarantee programs for small business exporters, including the Export Working Capital Program, which is available through U.S. Export Assistance Centers (USEACs) and SBA field offices across the country. The office also spearheads a program, through the USEAC network, called **E-TAP (Export Trade Assistance Partnership)**. It focuses on small groups of export-ready companies, providing them assistance in developing export markets, acquiring orders or contracts, gaining access to export financing, and preparing for trade missions or overseas shows.

**Contact:** Office of International Trade, (202) 205-6720; fax (202) 205-7272; home page: [www.sba.gov/oit](http://www.sba.gov/oit).

### ***Small Business Development Centers (SBDCs)/Small Business Administration (SBA)***

Small Business Development Centers, located throughout the United States, provide a range of export assistance—particularly to small, new-to-export companies—that includes counseling, training, and managerial support. Their counseling services are free to the small business exporter, but they generally charge fees for export training seminars and other SBDC-sponsored export events. Many SBDCs are involved in the E-TAP (Export Trade Assistance Partnership) program.

**Contact:** Jorge F. Cardona, Office of Small Business Development Centers, (202) 205-7303; fax (202) 205-7727; home page: [www.sba.gov/sbdc](http://www.sba.gov/sbdc). For the location of the SBDC nearest you, call 1-800-USA-TRAD(E) (1-800-872-8723).

### ***Export Legal Assistance Network (ELAN)/Small Business Administration (SBA)***

The ELAN is a nationwide group of attorneys in private practice, and experienced in international trade, who provide free initial consultations to new-to-export businesses on export-related matters. The ELAN service is available through SBA district offices, the Service Corps of Retired Executives (SCORE) offices, and Small Business Development Centers.

**Contact:** For the address and phone number of the SBA office nearest you, call 1-800-U-ASK-SBA; or contact Judd Kessler, ELAN national coordinator, (202) 778-3080; fax (202) 778-3063; e-mail: [jkessler@porterwright.com](mailto:jkessler@porterwright.com). For a full list of ELAN coordinators across the United States, view the home page: [www.fita.org/elan](http://www.fita.org/elan).

### ***Service Corps of Retired Executives (SCORE)/Small Business Administration (SBA)***

SCORE is an organization of 10,500 retired and active business executives who volunteer their time to provide free business counseling and training seminars.

Specialists, many of whom have international trade experience, assist small firms in evaluating export potential and in strengthening domestic operations by identifying financial, managerial, or technical problems.

**Contact:** National SCORE office, 1-800-634-0245; fax (202) 205-7636; home page: [www.score.org](http://www.score.org).

### ***Minority Business Development Agency (MBDA)/U.S. Department of Commerce***

MBDA promotes the establishment and growth of minority-owned business enterprises in the United States and is the only federal agency that specifically assists minority businesses of all sizes. The MBDA provides management and technical assistance to eligible firms to prepare them for success in both domestic and international markets. The MBDA works closely with the International Trade Administration on innovative ways to engage U.S. minority firms in the international business arena. Seminars inform minority firms of the tremendous opportunities available via international trade. The MBDA supports several minority trade missions and matchmaker programs and notifies the minority community about all Department of Commerce trade missions.

**Contact:** Donald Powers, (202) 482-4671; fax (202) 482-3473; home page: [www.mbda.gov](http://www.mbda.gov).

# Chapter 2

## Industry-Specific Counseling and Assistance



### **Trade Development (TD) Industry Officers/ITA/U.S. Department of Commerce**

TD is the industry-focused arm of the International Trade Administration. Its mission is to deliver industry analysis and trade policy support to promote the interests of U.S. exporters, especially small and medium-sized enterprises; forge public-private partnerships to enhance the international competitiveness of U.S. industries; and initiate industry-specific trade events. TD industry and international trade specialists work directly with U.S. firms and industry associations to identify overseas trade opportunities and obstacles by product or service, industry sector, and market. TD analysts also participate in trade policy development and negotiations and advocate on behalf of U.S. companies to help them win foreign contracts. TD staff also develop export marketing programs and obtain industry advice on trade matters. They organize executive trade missions, trade fairs, product literature centers, reverse trade missions, marketing seminars, and business counseling. Experts are organized in the following sectors:

- ◆ Aerospace
- ◆ Automotive
- ◆ Consumer goods
- ◆ E-commerce
- ◆ Energy
- ◆ Environmental technologies
- ◆ Information technologies
- ◆ Machinery
- ◆ Metals, materials, and chemicals
- ◆ Microelectronics, medical equipment, and instrumentation
- ◆ Services and finance
- ◆ Telecommunications technologies
- ◆ Textiles and apparel
- ◆ Transportation and machinery
- ◆ Travel and tourism

**Contact:** Trade statistics are available by industry on the home page of Trade Development's Office of Trade and Economic Analysis: [www.trade.gov/tradestats](http://www.trade.gov/tradestats). For TD industry and international trade officers, call 1-800-USA-TRAD(E) (1-800-872-8723). To access industry office Web sites, go to the Trade Development home page at [www.trade.gov/td](http://www.trade.gov/td), or choose "Trade Development" on the ITA home page: [www.trade.gov](http://www.trade.gov).

### ***Major Energy Projects Assistance/ITA/U.S. Department of Commerce***

The Office of Energy project manager for major power, oil, and gas infrastructure projects coordinates government assistance to help U.S. firms compete for major overseas contracts; identifies upcoming projects and develops specific information about them; monitors worldwide energy developments; provides business counseling to contractors, engineers, constructors, and engineered systems providers; offers guidance on appropriate market business contacts, contract bidding procedures, and strategies; provides advocacy during bidding; and maintains the Energy Projects Database, available on the Internet.

**Contact:** Andrew Collier, project manager, Office of Energy, (202) 482-0680; fax (202) 482-0170. Home page: [www.ita.doc.gov/energy](http://www.ita.doc.gov/energy); select "Foreign Projects Database."

### ***Export Advantage for Textiles and Apparel/ITA/U.S. Department of Commerce***

Export Advantage provides information on exporting U.S. textiles and apparel products, including more than 40 comprehensive overseas market profiles and directories listing more than 6,800 overseas buyers and more than 2,200 U.S. suppliers on the Office of Textiles and Apparel (OTEXA) Web site.

**Contact:** OTEXA home page: [www.otexa.ita.doc.gov](http://www.otexa.ita.doc.gov). For information on international trade shows and events, call (202) 482-5153 or e-mail [market\\_expansion@ita.doc.gov](mailto:market_expansion@ita.doc.gov). For assistance with exporting or information on foreign regulations affecting U.S. textile and apparel exports, call (202) 482-3588 or e-mail [exportadvantage@ita.doc.gov](mailto:exportadvantage@ita.doc.gov).

### ***U.S. Travel and Tourism Statistical System/ITA/U.S. Department of Commerce***

The Office of Travel and Tourism Industries functions as the U.S. federal tourism office. Among its core responsibilities is to collect, analyze, and disseminate international travel and tourism statistics for the U.S. Travel and Tourism Statistical System. These include:

- ◆ Basic market analysis
- ◆ Survey of international air travelers (in-flight survey)
- ◆ Visitor arrivals (I-94 form)
- ◆ U.S. international air traveler statistics (I-92 form)
- ◆ Forecast of international arrivals to the United States
- ◆ International travel receipts and payments
- ◆ Impact of international visitors' spending on state economies
- ◆ Travel trade recovery barometer
- ◆ Travel and tourism satellite accounts

**Contact:** Office of Travel and Tourism Industries staff at (202) 482-0140; home page: [www.tinet.ita.doc.gov](http://www.tinet.ita.doc.gov).



### ***EcoLinks, the Eurasian-American Partnership for Environmentally Sustainable Economies/Institute for International Education (IIE)/U.S. Agency for International Development (USAID)***

EcoLinks is a USAID-funded trade and investment program that supports environmental technology representatives in selected U.S. Commercial Service offices in Eastern Europe and Eurasia. These EcoLinks “tech reps” make use of several tools available from USAID, the Commercial Service, and host governments to identify business opportunities in the environmental sector, link U.S. environmental technology firms with partners in the region, and assist in financing the associated environmental projects.

**Contact:** Gerald Gold, Partnership Grants Program, (202) 712-0263; Jeffrey Orrey, Trade and Investment Program, (202) 712-1608; or view home page: [www.ecolinks.org](http://www.ecolinks.org).

### ***Trade and Technical Assistance/U.S. Department of Transportation***

The Department of Transportation’s Office of International Transportation and Trade (X-20) serves as the department’s overseer on collaborative trade-related initiatives and technical assistance programs. The X-20 office works closely with agencies, such as the U.S. Trade and Development Agency and the Department of Commerce, to organize business workshops designed to help establish relationships and share information between U.S. businesses and foreign officials who are likely to make, or to heavily influence, awards of international contracts. Under mechanisms such as bilateral and multilateral agreements, the department’s operating administrations participate in co-operative programs and technology initiatives with partners worldwide, and promote policies that enhance U.S. industry access to foreign markets.

**Contact:** Ms. Bernestine Allen, Office of the Secretary of Transportation, (202) 366-4368; fax (202) 366-7417; e-mail: [bernestine.allen@ost.dot.gov](mailto:bernestine.allen@ost.dot.gov); James A. Treichel, Maritime Administration, (202) 366-5773; fax (202) 366-3746; e-mail: [james.a.treichel@marad.dot.gov](mailto:james.a.treichel@marad.dot.gov); Lisa Randall, Bureau of Transportation Statistics, (202) 366-6660; fax (202) 366-3640; e-mail: [lisa.randall@bts.dot.gov](mailto:lisa.randall@bts.dot.gov); Henry Nevares, Federal Highway Administration, (202) 366-0111; fax (202) 366-9626; e-mail: [henry.nevares@fhwa.dot.gov](mailto:henry.nevares@fhwa.dot.gov); Ted Krohn, Federal Railroad Administration, (202) 493-6415; fax (202) 493-6401; e-mail: [ted.krohn@fra.dot.gov](mailto:ted.krohn@fra.dot.gov); Rita Daguillard, Federal Transit Administration, (202) 366-0955; fax (202) 366-3765; e-mail: [rita.daguillard@fta.dot.gov](mailto:rita.daguillard@fta.dot.gov); Rochelle Claypolle, Federal Aviation Administration, (202) 267-3111; fax (202) 267-5047; e-mail: [rochelle.claypolle@faa.gov](mailto:rochelle.claypolle@faa.gov); Julie Abraham, National Highway Traffic Safety Administration, (202) 366-2114; fax (202) 366-2559; e-mail: [jabraham@nhtsa.dot.gov](mailto:jabraham@nhtsa.dot.gov); Timothy Klein, Research and Special Programs Administration, (202) 366-4434; fax (202) 366-3272; e-mail: [timothy.klein@rspa.dot.gov](mailto:timothy.klein@rspa.dot.gov).



### ***Office of Fossil Energy/International Programs/U.S. Department of Energy***

This program enhances the competitiveness of U.S. industry by supporting domestic fossil energy (coal, oil, and gas) project developers and exporters trying to expand the international sales of fossil energy technology, resources, and services.

**Contact:** Barbara McKee, director, Coal and Power Export and Import, (301) 903-3820; fax (301) 903-1591; e-mail: [barbara.mckee@hq.doe.gov](mailto:barbara.mckee@hq.doe.gov); Donald Juckett, director, Oil and Gas Import and Export, (202) 586-8830; fax (202) 586-6050; e-mail: [donald.juckett@hq.doe.gov](mailto:donald.juckett@hq.doe.gov); home page: [www.fe.doe.gov](http://www.fe.doe.gov).





# Chapter 3

## Country-Specific Counseling and Assistance



### **Trade Information Center (TIC)/ITA/U.S. Department of Commerce**

TIC specialists provide export counseling and assistance on **Asia, Western Europe, Latin America, Africa, the Near East, and the Western Hemisphere**, including the **North American Free Trade Agreement (NAFTA)**. Country-specific counseling is available at no cost on country conditions; commercial laws, regulations, and practices; standards; government procurement; certification requirements; distribution channels; business travel; opportunities and best prospects for U.S. companies; tariffs, taxes, and customs procedures; commercial difficulties encountered in doing business abroad; and other market information. The TIC is the U.S. government's designated point of contact for help with documentation to qualify for NAFTA benefits and other free-trade agreements. The TIC Web site has extensive country and regional information, including a downloadable NAFTA certificate of origin, a tariff and Harmonized System number lookup tool, and contact information on foreign customs offices and trade offices in the United States.

**Contact:** TIC staff, 1-800-USA-TRADE (1-800-872-8723); fax (202) 482-4473;  
e-mail: [tic@ita.doc.gov](mailto:tic@ita.doc.gov); home page: [www.export.gov/tic](http://www.export.gov/tic).



### **Business Information Service for the Newly Independent States (BISNIS)/ITA/U.S. Department of Commerce**

BISNIS provides market information, practical advice, trade lead opportunities, and referrals to U.S. and Eurasian companies of all sizes to facilitate U.S. exports and other forms of business development with Russia and other Newly Independent States (NIS) in Eurasia (the former Soviet Union). BISNIS services, free for U.S. and Eurasian companies, include:

**BISNIS Online** ([www.bisnis.doc.gov](http://www.bisnis.doc.gov)), containing the latest market information, leads, and resources for doing business with the NIS countries;

**E-mail updates** on the latest market reports and leads from Eurasia;

**U.S. export and partner leads** for Eurasia (*BISNIS Trades & Tenders* and *BISNIS Search for Partners*);

**BISNIS Finance Link**, for U.S. and NIS companies that have agreed on a U.S. export transaction and seek financing;



**ExpoLink Eurasia**, a unique Russian-language promotion tool for U.S. companies;  
**Consultation and guidance** for both practical and strategic business development decisions; and  
*BISNIS Bulletin*, the monthly BISNIS newsletter highlighting commercial developments in Eurasia.

**Contact:** BISNIS staff, 1-800-USA-TRAD(E) or (202) 482-4655; fax (202) 482-2293;  
e-mail: [bisnis@ita.doc.gov](mailto:bisnis@ita.doc.gov); home page: [www.bisnis.doc.gov](http://www.bisnis.doc.gov).

***Central and Eastern Europe Business Information Center (CEEbic)/ITA/U.S. Department of Commerce***



CEEbic offers a wide array of services, business counseling, and information products primarily designed to help small and medium-sized U.S. firms expand into Central and Eastern European markets. CEEbic's Washington-based trade specialists and overseas staff in 15 countries of the region work together to implement this unique program. Among CEEbic's key products are *CEEbicnet*, a Web site that features trade and investment leads, sources of finance, regularly updated market information, and the latest news from the region, including unclassified U.S. embassy reports; the monthly publication, *Central and Eastern Europe Commercial Update*; the weekly e-mail publication, *Southeastern Europe Business Brief*; and the biweekly e-mail publication, *Central Europe Northern Tier Brief*. CEEbic also has three special programs, the **European Union Accession Initiative**, to help U.S. firms reap the benefits of EU accession; the **Southeast Europe Initiative**, to counsel U.S. companies doing business in the region; and the **Western Romania Initiative**, to help U.S. firms uncover significant opportunities there.

**Contact:** CEEbic staff, 1-800-USA-TRAD(E) or (202) 482-2645; fax (202) 482-3898;  
EU accession hotline, (202) 482-9090; Southeast Europe hotline, (202) 482-5471;  
home page: [www.export.gov/ceebic](http://www.export.gov/ceebic).

***U.S. Embassies and Consulates: U.S. Commercial Service (USCS)/U.S. Department of Commerce; Foreign Service/U.S. Department of State; Foreign Agricultural Service (FAS)/U.S. Department of Agriculture***

The **Commerce Department's USCS** officers support U.S. business interests in American embassies, consulates, and trade centers in leading export markets. They collect information about trends and barriers to trade in their representative countries. USCS officers also identify trade and investment opportunities and assist U.S. firms with a variety of commercial events and programs, including high-level government advocacy.

**U.S. Department of State** staff report extensively on economic developments abroad and their impact on trade and investment. Foreign Service officers (FSOs) provide

political and economic briefings and advise U.S. firms on the business culture and practices of the host country. They advocate on behalf of U.S. business with key ministries in foreign countries. FSOs are responsible for commercial work in 96 embassies and 36 consulates not covered by the Commercial Service. FSOs work closely with their Commercial Service colleagues worldwide.

The **Foreign Agricultural Service (FAS)** maintains more than 60 offices overseas, mostly located in U.S. embassies, to represent the interests of U.S. agriculture and carry out market promotion. The FAS also offers assistance to exporters of U.S. farm and forest products in 20 agricultural trade offices overseas. The FAS supports U.S. food exporters with marketing and assists them at foreign trade shows. Agricultural FSOs perform advocacy activities in policy negotiations, monitor and report on market access, and represent individual U.S. exporters in foreign customs disputes.

**Contact:** For assistance in accessing international programs, call 1-800-USA-TRAD(E) (1-800-872-8723); State Department, (202) 647-4000; Outreach and Exporter Assistance, (202) 720-7420; AgExport Services Division, (202) 720-7420; Web sites: Commercial Service, [www.export.gov/commercialservice](http://www.export.gov/commercialservice); Department of State, [www.state.gov/www/regions\\_missions.html](http://www.state.gov/www/regions_missions.html); Office of International Information Programs at the U.S. Department of State, <http://usinfo.state.gov>; Foreign Agricultural Service, [www.fas.usda.gov](http://www.fas.usda.gov).



### ***U.S. Commercial Centers/ITA/U.S. Department of Commerce***

U.S. Commercial Centers located abroad house state export development agencies, industry associations, government agencies, and other strategic partners. The Commercial Centers represent integrated business networks that leverage resources and extend the range of public-private support.

Commercial Centers are located in promising emerging markets and commercial hubs. They are strategically placed in the heart of business districts, close to prospective business partners for U.S. companies. They provide ideal bases for U.S. companies to track down business leads, negotiate contracts with U.S. government advocacy, gain perspective on market conditions and local business practices, find and assess reliable business partners, host receptions for potential business partners, stage technical seminars, launch new products/services, or even set up permanent offices. The direct access to both Commercial Service staff and programs as well as business facilities (including fully equipped offices, meeting rooms, exhibit space, etc.) make each Commercial Center particularly useful to small and medium-sized companies.

#### **◆ U.S. Commercial Center, São Paulo, Brazil**

The first U.S. Commercial Center, São Paulo, has built a strong base for expanding public-private partnerships and fostering interagency cooperation.

**Contact:** Director, U.S. Commercial Center, São Paulo, Brazil, +55 (11) 3897-40-45; fax +55 (11) 3061-00-84; home page: [www.buyusa.gov/brazil](http://www.buyusa.gov/brazil).

◆ **U.S. Commercial Center, Shanghai, China**

The Commercial Center in Shanghai, the financial hub of China, positions U.S. companies to compete in the entire Chinese economic area. The Center houses state economic development offices for Illinois, Michigan, Washington, and the city and county of Denver, Colorado; the Association for Manufacturing Technology; and the Packaging Machinery Manufacturers' Institute.

**Contact:** Director, U.S. Commercial Center, Portman Shanghai Center, Suite 631, 1369 Nanjing Road West, Shanghai 200040, China, +86 (21) 6279-7630; fax +86 (21) 6279-7639; Web sites: [www.buyusa.gov/china/en](http://www.buyusa.gov/china/en) or [www.usembassy-china.org.cn/english/commercial/index.html](http://www.usembassy-china.org.cn/english/commercial/index.html).

◆ **Ronald H. Brown U.S. Commercial Center, Johannesburg, South Africa**

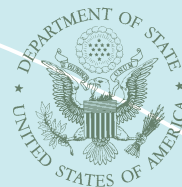
Opened in 1998, the Ronald H. Brown Commercial Center houses the Michigan State trade office in addition to its other services.

**Contact:** Senior Commercial Officer, Ronald H. Brown Commercial Center, 15 Chaplain Road, Illovo 2196, Johannesburg, South Africa, +27 (11) 778-4801; fax +27 (11) 442-8798; home page: [www.buyusa.gov/southafrica](http://www.buyusa.gov/southafrica).

***Regional Bureaus/U.S. Department of State***

Country desk officers in regional bureaus in Washington, D.C., maintain regular contact with overseas diplomatic missions and can provide U.S. exporters and investors with economic and political information from both a country and regional perspective.

**Contact:** Africa, (202) 647-3502; East Asia and Pacific, (202) 647-6600; Europe, (202) 647-4174; Russia and the Newly Independent States, (202) 647-3112; Near East and North Africa, (202) 736-7370; South Asia, (202) 736-4331; Western Hemisphere, (202) 647-4458. Home page: [www.state.gov/www/regions.html](http://www.state.gov/www/regions.html).



# Chapter 4

## Trade Contact and Market Research Programs

### CUSTOMIZED PROGRAMS



#### ***International Partner Search (IPS)/ITA/U.S. Department of Commerce***

The International Partner Search program provides a custom search that helps identify potential agents, distributors, licensees, and strategic partners. Fees depend on the scope of work.

**Contact:** For more information on IPS, contact your local U.S. Department of Commerce Export Assistance Center (USEAC). For the address and phone number of the USEAC nearest you, call 1-800-USA-TRAD(E) (1-800-872-8723), or visit [www.export.gov/commercialservice](http://www.export.gov/commercialservice).

#### ***Gold Key Service/ITA/U.S. Department of Commerce***

The Gold Key Service provides firms planning to visit a country with assistance in developing a sound market strategy, orientation briefings, introductions to pre-screened potential partners, interpreters for meetings, and effective follow-up planning. Fees depend on the scope of work.

**Contact:** For more information on the Gold Key Service, contact your local U.S. Department of Commerce Export Assistance Center (USEAC). For the address and phone number of the USEAC nearest you, call 1-800-USA-TRAD(E) (1-800-872-8723), or visit [www.export.gov/commercialservice](http://www.export.gov/commercialservice).

#### ***Platinum Key Service ITA/U.S. Department of Commerce***

The Platinum Key Service offers long-term, custom-made assistance to U.S. companies seeking to enter a market, bid on a contract, identify the best distribution channels, lower a trade barrier, or resolve complex export issues. Fees depend on the scope of work.

**Contact:** For more information on the Platinum Key Service, contact your local U.S. Department of Commerce Export Assistance Center (USEAC). For the address and phone number of the USEAC nearest you, call 1-800-USA-TRAD(E) (1-800-872-8723), or visit [www.export.gov/commercialservice](http://www.export.gov/commercialservice).

### ***Flexible Market Research (FMR)/ITA/U.S. Department of Commerce***

The Flexible Market Research program produces custom responses to questions and issues related to a client's specific product or service. The research can address issues such as overall marketability of the product, key competitors, prices of comparable products, customary distribution and promotion practices, trade barriers, potential business partners, and more. Fees depend on the scope of work.

**Contact:** For more information on FMR, contact your local U.S. Department of Commerce Export Assistance Center (USEAC). For the address and phone number of the USEAC nearest you, call 1-800-USA-TRADE (1-800-872-8723), or visit [www.export.gov/commercialservice](http://www.export.gov/commercialservice).

### ***International Company Profile (ICP)/ITA/U.S. Department of Commerce***

The International Company Profile program checks the reputation, reliability, and financial status of a prospective trading partner. A U.S. exporter can obtain this information, and detailed answers to specific questions about the prospective partner, in a confidential report. Fees depend on the scope of work.

**Contact:** For more information on the ICP service, contact your local U.S. Department of Commerce Export Assistance Center (USEAC). For the address and phone number of the USEAC nearest you, call 1-800-USA-TRADE (1-800-872-8723), or visit [www.export.gov/commercialservice](http://www.export.gov/commercialservice).

### ***Videoconferencing Programs/ITA/U.S. Department of Commerce***

These cost-effective video services help U.S. companies assess overseas markets or overseas business contacts before venturing abroad. Companies can use these programs to interview international contacts, get a briefing from overseas industry specialists on prospects and opportunities, or develop a custom solution to their international business needs.

- ◆ **Virtual Trade Mission** provides meetings with pre-screened international firms via videoconferencing without the cost of traveling overseas. Virtual Trade Mission focuses on your specific industry and allows you to meet potential partners and get answers to your market questions in an interactive videoconference.
- ◆ **Video Gold Key** helps firms identify and meet with pre-screened international firms. This service includes three to five scheduled meetings with potential business partners and an industry briefing with seasoned trade professionals. All meetings take place via videoconference. Prices vary according to location.
- ◆ **Video Market Briefing** provides time-sensitive market research for specific products and services. Benefits include a market entry evaluation and written report, followed by a videoconference with an industry professional so a firm can get immediate answers to market questions. Prices vary according to location.

**Contact:** For more information on video programs, contact your local U.S. Department of Commerce Export Assistance Center (USEAC). For the address and phone number of the USEAC nearest you, call 1-800-USA-TRADE (1-800-872-8723), or visit [www.export.gov/commercialservice](http://www.export.gov/commercialservice).

### ***Commercial News USA/ITA/U.S. Department of Commerce***

*Commercial News USA*, a catalog containing advertisements of U.S. products, is published monthly by the Commercial Service through its private sector partner, ABP International, to promote U.S. products and services to more than 400,000 potential buyers and partners in 145 countries.

**Contact:** For information on advertising in *Commercial News USA*, call 1-800-USA-TRAD(E) (1-800-872-8723), or call ABP International at (212) 490-3999; fax (212) 822-2028; home page: [www.cnewsusa.com](http://www.cnewsusa.com).

## ***ELECTRONIC MATCHMAKING AND TRADE CONTACT PROGRAMS***

### ***BuyUSA.com/ITA/U.S. Department of Commerce***

BuyUSA.com is a one-stop e-marketplace for small and medium-sized U.S. enterprises to identify potential international partners and connect with them on-line. Companies subscribing to BuyUSA.com receive worldwide exposure 24 hours a day, seven days a week, 365 days per year. BuyUSA.com is the only Web site of its kind to combine an on-line interface with a worldwide network of international trade specialists.

**Contact:** For more information on BuyUSA.com, visit [www.buyusa.com](http://www.buyusa.com), or call (866) 855-8666.



### ***MyExports™/ITA/U.S. Department of Commerce***

This service enables U.S. firms to present their products to a worldwide audience at no cost. U.S. firms register their business profiles free at [www.myexports.com](http://www.myexports.com)®. Foreign buyers use MyExports™ as a reference tool to source U.S. goods and services. MyExports™ also helps U.S. producers find export partners and locate export companies, freight forwarders, and other service firms that can facilitate export business. Firms that register with MyExports™ receive a free on-line listing and a free listing in the annual *U.S. Department of Commerce-U.S. Exporters' Yellow Pages™* print buyers' guide. The guide is distributed nationwide through the Commerce Department's Export Assistance Centers (USEACs) and through U.S. embassies and consulates. Hyperlink, display advertising, and other export facilitation services are available from MyExports™ for a small fee. MyExports™ is coordinated by the ITA Office of Export Trading Company Affairs and produced by its private sector partner, Global Publishers LLC.

**Contact:** For more information on MyExports™, visit [www.myexports.com](http://www.myexports.com), or call (877) 390-2629. To receive a free copy of the print buyers' guide and information on other export programs, contact your local USEAC. For the USEAC closest to you, call 1-800-USA-TRADE, or visit [www.export.gov/commercialservice](http://www.export.gov/commercialservice).



### ***Global Trade and Technology Network (GTN)/U.S. Agency for International Development (USAID)***

GTN assists U.S. firms in identifying trade and technology transfer opportunities by engaging small and medium-sized enterprises in developing countries in global, regional, and local trade and by helping them obtain technology. GTN is located in about 40 developing countries worldwide, works with over 35 state trade offices in the United States and with industry associations, and works closely with many U.S. government organizations, including the U.S. Department of Commerce's Commercial Service, Ex-Im Bank, and the Overseas Private Investment Corporation. The GTN network is accessible at no cost to firms.

**Contact:** GTN, (202) 628-9750; fax (202) 628-9740; home page: [www.usgtn.net](http://www.usgtn.net).



### ***Environmental Technology Network for Asia and the Americas (ETNA)/U.S. Agency for International Development (USAID)***

ETNA is a U.S. government-sponsored program that collects environmental trade leads from the Asia-Pacific region and disseminates them to U.S. environmental technology and services firms. Established in 1993, ETNA is an initiative of the **United States-Asia Environmental Partnership (US-AEP)** and the **Global Trade and Technology Network (GTN)**. US-AEP has placed environmental technology representatives in six Asian countries to identify trade opportunities for U.S. companies and coordinate meetings between potential Asian and U.S. business partners. These environmental trade specialists meet regularly with decision makers in industry and government in order to prepare trade leads that identify Asian buyers, environmental concerns, and proposed technology solutions. These leads are forwarded to ETNA, where they are matched against a database of over 5,000 registered U.S. companies, and then e-mailed to those companies that provide the requested product or service.

**Contact:** ETNA, (202) 835-0333; fax (202) 835-0446; e-mail: [etna@usaep.org](mailto:etna@usaep.org); home page: [www.usgtn.net](http://www.usgtn.net).



### ***Trade Mission OnLine/Small Business Administration (SBA)***

Trade Mission OnLine is a searchable database of U.S. small businesses that wish to export their products for use by foreign firms and U.S. businesses seeking U.S. partners or suppliers for trade-related activity. The database is designed to facilitate international small business sales, franchising, joint ventures, and licensing. The Trade Mission OnLine program is also used by the SBA to recruit for foreign trade missions and to provide time-sensitive trade leads to registered companies.

**Contact:** Find out more about or register with Trade Mission OnLine at [www.sba.gov/tmonline](http://www.sba.gov/tmonline), or contact the U.S. Small Business Administration, Office of International Trade, (202) 205-6720; fax (202) 205-7272; Web site: [www.sba.gov/oit](http://www.sba.gov/oit).



## ELECTRONIC AND PUBLISHED MARKET INFORMATION



Export.gov★

### **Export.gov**

This interagency trade portal brings together U.S. government export-related information under one easy-to-use Web site, organized according to the needs of the exporter. Whether a company is exploring the possibility of doing international business, searching for trade partners, seeking information on markets, or dealing with trade problems, this Web site can help. Additionally, the site has links to information from many U.S. government offices on advocacy, trade events, trade statistics, tariffs and taxes, market research, NAFTA Rules of Origin, export documentation, financing export transactions, and much more.

**Contact:** [www.export.gov](http://www.export.gov).

### **Trade and Economic Analysis/ITA/U.S. Department of Commerce**

Comprehensive U.S. foreign trade and related international economic data, useful in market research and evaluating trends in U.S. exports and imports by major product categories and foreign markets, are provided by the Office of Trade and Economic Analysis (OTEA). OTEA serves as a coordinating unit for advocating U.S. industry positions related to U.S. trade negotiation initiatives. The OTEA Web site includes national trade and industry statistics, state and local trade data, and links to key foreign country data sources.

**Contact:** Jeffrey Lins, (202) 482-5145; fax (202) 482-4614; e-mail: [jeffrey\\_lins@ita.doc.gov](mailto:jeffrey_lins@ita.doc.gov); home page: [www.trade.gov/tradestats](http://www.trade.gov/tradestats).

### **STAT-USA Electronic Information Products/U.S. Department of Commerce**

STAT-USA is the federal government's premier program for the publication of market information, trade leads, and other trade-related data, including the following electronic products:

#### **National Trade Data Bank (NTDB)**

The NTDB is a one-stop source for export promotion and international trade data collected by more than 40 U.S. government agencies. The NTDB enables the user to view more than 200,000 trade-related documents. The NTDB contains: (1) the complete set of *Country Commercial Guides*; (2) current market research reports compiled by the Commercial Service; (3) State Department country reports on





economic policies and trade practices; (4) trade publications; and (5) the export promotion calendar. The NTDB is available as part of STAT-USA/Internet. Subscriptions to STAT-USA/Internet are \$75 for three months or \$175 for a year of unlimited access. STAT-USA/Internet can be accessed at no charge at over 1,100 federal depository libraries nationwide.

**Contact:** For ordering and specific information, call (202) 482-1986 or 1-800-STAT-USA (1-800-782-8872); fax (202) 482-2164. To find a federal depository library near you, view [www.access.gpo.gov/su\\_docs/locators/findlibs/index.html](http://www.access.gpo.gov/su_docs/locators/findlibs/index.html) or call 1-800-USA-TRAD(E) (1-800-872-8723).

### **STAT-USA/Internet**

Trade, economic, and business information is available on the Internet at [www.stat-usa.gov](http://www.stat-usa.gov). The National Trade Data Bank (NTDB) and the former Economic Bulletin Board are on-line, easy to navigate, and accessible 24 hours a day, seven days a week. The NTDB has market research reports, agricultural and business trade leads, and U.S. government procurement opportunities. Subscriptions to STAT-USA/Internet are \$75 for three months or \$175 for a year of unlimited access. STAT-USA/Internet can be accessed at no charge at over 1,100 federal depository libraries nationwide.

**Contact:** Call 1-800-STAT-USA (1-800-782-8872) or (202) 482-1986; fax (202) 482-2164; or subscribe on-line at [www.stat-usa.gov](http://www.stat-usa.gov). To find a federal depository library near you, view [www.access.gpo.gov/su\\_docs/locators/findlibs/index.html](http://www.access.gpo.gov/su_docs/locators/findlibs/index.html) or call 1-800-USA-TRAD(E) (1-800-872-8723).

### **USA Trade Online**

How many parachutes does the United States export to France? How many circuit boards does the United States import and what percentage comes from Asia? USA Trade Online can tell you. This service provides U.S. import and export statistics for over 18,000 commodities traded worldwide and the most current merchandise trade statistics available in a dynamic spreadsheet format. Using the statistics generated by the Foreign Trade Division of the U.S. Census Bureau and available through STAT-USA, USA Trade Online offers immediate delivery of the current numbers 24 hours a day and the ability to store queries. USA Trade Online is available via the Internet at \$75 per month or \$300 for an annual subscription.

**Contact:** Call 1-800-STAT-USA (1-800-782-8872) or (202) 482-1986; fax (202) 482-2164; or subscribe on-line at [www.usatradeonline.gov](http://www.usatradeonline.gov).

### **EuroTrade Online**

Looking for import and export statistics to help you analyze the European market? Check out EuroTrade Online, the official European foreign trade statistics from Europe's authoritative statistical agency, EuroStat, in a dynamic new format previously unavailable to the American business community. EuroTrade Online allows you to access the European Union's ComExt (Commerce Extérieur) data series. You will find import and export data for each of the 15 major European countries and over 12,000 commodities up to the eight-digit European Harmonized System classification level. EuroTrade Online is available via the Internet through STAT-USA at \$350 per month or \$1,000 for an annual subscription.

**Contact:** Call 1-800-STAT-USA (1-800-782-8872) or (202) 482-1986; fax (202) 482-2164; or subscribe on-line at [www.eurotradeonline.gov](http://www.eurotradeonline.gov).

### ***Trade Opportunity Program (TOP)/ITA/U.S. Department of Commerce***

The Trade Opportunity program provides companies with current sales leads from international firms seeking to buy or represent their products and services. TOP leads are accessible through STAT-USA as a component of the subscription service or free of charge at a federal depository library near you. TOP leads are also printed weekly in leading commercial newspapers.

**Contact:** For more information on TOP, visit the U.S. Department of Commerce's Commercial Service home page at [www.export.gov/commercialservice](http://www.export.gov/commercialservice), or for STAT-USA/Internet subscription information, call 1-800-STAT-USA (1-800-782-8872) or (202) 482-1986; fax (202) 482-2164; home page: [www.stat-usa.gov](http://www.stat-usa.gov).

### ***International Market Insights (IMIs)/ITA/U.S. Department of Commerce***

International Market Insights report on current conditions in specific country markets and identify upcoming opportunities for generating sales.

**Contact:** Valerie Evans, (202) 482-1192; fax (202) 482-0950; home page: [www.export.gov](http://www.export.gov) and select "Market Research."

### ***Country Commercial Guides (CCGs)/ITA/U.S. Department of Commerce***

Country Commercial Guides provide overviews for doing business in more than 120 countries, including market conditions, best export prospects, export financing, finding distributors, and legal and cultural issues.

**Contact:** Valerie Evans, product manager, (202) 482-1192; home page: [www.export.gov](http://www.export.gov) and select "Market Research."

### ***Export America/ITA/U.S. Department of Commerce***

The official magazine of the International Trade Administration (ITA) in the U.S. Department of Commerce, *Export America*, is an especially valuable resource for small and medium-sized companies interested in exporting. Each month, *Export America* draws on the resources of the ITA and other government agencies to feature regional developments, country- and industry-specific opportunities, trade events, technical advice, on-line marketing tips, and export statistics. Many articles focus on the needs of small and new-to-export firms, and include information on technical topics, such as export documentation and market research. With its combination of feature stories and hands-on guidance, *Export America* is an essential publication for any firm looking to enter or expand in the global marketplace.

**Contact:** For subscription information, contact the Government Printing Office at (866) 512-1800 (in the District of Columbia, (202) 512-1800), or visit the *Export America* home page at <http://exportamerica.doc.gov>. For all other comments or questions about the magazine, contact the editorial office of *Export America* at (202) 482-3809; fax (202) 482-5819; or e-mail: [export\\_america@ita.doc.gov](mailto:export_america@ita.doc.gov).

### ***Webcast Library/ITA/U.S. Department of Commerce***

This series of on-line video seminars and briefings covers current international business topics, from tips on exporting health care products to Argentina to selling globally via the Internet.

**Contact:** Go to the Webcast Library from the "Market Research" link on the Commercial Service Web site: [www.export.gov/commercialservice](http://www.export.gov/commercialservice).

### ***National Technical Information Service (NTIS)/U.S. Department of Commerce***

NTIS is the official source for government-sponsored U.S. and global scientific, technical, engineering, and business information. NTIS offers a wide variety of export and international trade resources, including the official *Export Administration Regulations Manual* and *Country Commercial Guides*.

**Contact:** NTIS Sales Desk, 1-800-553-NTIS (1-800-553-6847) or (703) 605-6000; home page: [www.ntis.gov](http://www.ntis.gov).

### ***International Data Base/U.S. Census Bureau/U.S. Department of Commerce***

The International Programs Center compiles and maintains up-to-date global demographic and social information for all countries in its International Data Base (IDB), which is available to U.S. companies seeking to identify potential markets overseas.

**Contact:** Peter Johnson or Pat Dickerson, Information Resources Branch, (301) 763-1351; fax (301) 457-1539; e-mail: [idb@census.gov](mailto:idb@census.gov). Information about the IDB, including on-line access and free downloading, is available on the Internet at: [www.census.gov/ipc/www/idbnew.html](http://www.census.gov/ipc/www/idbnew.html).

### ***Export and Import Trade Database/U.S. Census Bureau/U.S. Department of Commerce***

This database contains U.S. export and import statistics and tracks statistics by mode of transportation and district of entry or exit. Various levels of commodity classification, including the Harmonized System of Commodity Classification, Standard International Trade Classification, North American Industry Classification System, and end-use classification are available. Tabulations, reports, and data files can be prepared to user specifications. Prices vary depending upon user requirements and job size. Export and import databases can also be purchased on CD-ROM at a price of \$1,200 a year, \$500 a quarter, or \$150 a month. An extract of the export and import databases is also available on-line at [www.usatradeonline.gov](http://www.usatradeonline.gov).

**Contact:** Nick Orsini, Data Dissemination Branch, (301) 763-2311; fax (301) 457-4615; e-mail: [nick.orsini@census.gov](mailto:nick.orsini@census.gov). Contact Census Customer Service at (301) 763-4636 for CD-ROMs, or visit the Foreign Trade Division's home page: [www.census.gov/foreign-trade/www](http://www.census.gov/foreign-trade/www).

### ***SBA Internet/Small Business Administration (SBA)***

The SBA home page provides SBA services, downloadable files, plus services from agency resource partners, links to other federal and state governments, and direct connections to additional outside resources. Special areas of interest focus on assisting U.S. companies that are setting up an operation, seeking financing, looking to expand, and beginning to engage in exporting. The SBA home page also contains information on SBA programs that assist minority- and women-owned businesses. In addition, large libraries of business-focused shareware, downloadable SBA loan forms, and agency publications are available. A wide variety of services listed by state is provided, including local training courses sponsored by the SBA. On-line workshops are offered for individuals to work through self-paced activities that help them start and expand their businesses. In addition, the home page links directly to the White House home page and the U.S. Business Advisor, which houses a large volume of regulatory information for small businesses. The SBA site provides full-text search capabilities as well as an area for user comments and suggestions.

**Contact:** SBA Help Desk, (202) 205-6400; home page: [www.sba.gov](http://www.sba.gov).

### ***Foreign Labor Trends/U.S. Department of Labor***

*Foreign Labor Trends* is a series of annual reports that describe and analyze labor trends in several countries. The reports cover key labor indicators, including a description of the labor scene, the economy and labor, investment, labor law and systems, labor standards and worker rights, the social safety net, and a directory of labor organizations.

**Contact:** Sudha Haley, Office of Foreign Relations, (202) 693-4801; fax (202) 693-4784.



# Chapter 5

## Making Contacts through Trade Promotion Events

### DOMESTIC TRADE PROMOTION EVENTS

#### **International Buyer Program (IBP)/ITA/U.S. Department of Commerce**

The International Buyer Program brings thousands of qualified international buyers and prospective distributors and trade partners to the United States each year to meet with U.S. companies at 28 major trade-only exhibitions. Without having to leave the country, U.S. exhibitors obtain worldwide promotion of their products and services and networking/matchmaking programs by country and industry experts.

**Contact:** Jim Boney, Export Promotion Services, (202) 482-0146; fax (202) 482-0872; e-mail: [jim.boney@mail.doc.gov](mailto:jim.boney@mail.doc.gov); home page: [www.export.gov](http://www.export.gov).



#### **Trade Show Outreach Program/ITA/U.S. Department of Commerce**

The Office of Export Assistance and Business Outreach (OEABO) provides free, on-the-spot export counseling services to attendees and exhibitors at 10 to 20 domestic industry exhibitions and conferences per year through OEABO's traveling Trade Information Center exhibit. The mix of industry exhibitions covered varies from year to year.

**Contact:** Trade Information Center, 1-800-USA-TRAD(E) (1-800-872-8723); fax (202) 482-4473; e-mail: [tlic@ita.doc.gov](mailto:tlic@ita.doc.gov); home page: [www.export.gov/tic](http://www.export.gov/tic).

#### **ShowTime Program/ITA/U.S. Department of Commerce**

ShowTime provides market briefing and counseling at major trade shows through a team of market and industry specialists from the U.S. Commercial Service. Technical assistance focuses on identifying specific high-potential export markets for U.S. participants. There is no fee for U.S. trade event participants.

**Contact:** For more information on ShowTime, contact your local U.S. Export Assistance Center (USEAC). For the address and phone number of the USEAC nearest you, call 1-800-USA-TRAD(E) (1-800-872-8723), or visit [www.export.gov/commercialservice](http://www.export.gov/commercialservice).



### ***Orientation Visits (Reverse Trade Missions)/U.S. Trade and Development Agency (TDA)***

The TDA funds visits to the United States by high-level foreign government officials to meet with U.S. industry and government representatives. These foreign officials represent procurement authorities interested in purchasing U.S. products and services for specific projects. U.S. industry will sometimes share in the cost of these missions.

**Contact:** TDA Information Resource Center, (703) 875-4357; fax (703) 875-4009; e-mail: [info@tda.gov](mailto:info@tda.gov); home page: [www.tda.gov](http://www.tda.gov).

## ***FOREIGN TRADE PROMOTION EVENTS***



### ***Trade Fairs and Exhibitions/ITA/U.S. Department of Commerce***

The Commerce Department sponsors U.S. pavilions in as many as 100 carefully selected worldwide trade fairs annually. Fees depend upon the country. Exhibitors receive pre- and post-event logistical and transportation support, as well as extensive market promotional campaigns to attract appropriate business audiences. In addition, U.S. embassies make every effort to assure that U.S. firms' individual goals are met.

**Contact:** For information on trade shows selected by the Commerce Department and a listing of trade events, call the Trade Information Center at 1-800-USA-TRAD(E) (1-800-872-8723), or view the trade events calendar on-line: [www.export.gov/tradeevents.html](http://www.export.gov/tradeevents.html).

### ***Overseas Trade Fair Certification/ITA/U.S. Department of Commerce***

Each year the Commerce Department certifies a variety of private trade show organizers to recruit and manage U.S. pavilions at approximately 100 trade fairs worldwide. These private-public cooperative arrangements allow the organizers and the Commerce Department to combine and focus their resources and expertise on each event. Certification ensures participation standards, provides a high visibility U.S. pavilion at each exhibit, assures U.S. firms that each event is a carefully developed opportunity to promote their export sales, provides exhibitors with complete Commercial Service support from U.S. embassies, and encourages new-to-export and new-to-market participation.

**Contact:** Don Huber, Export Promotion Services, (202) 482-2525; fax (202) 482-0115; home page: [www.usatrade.gov/tfc](http://www.usatrade.gov/tfc).

### ***Trade Missions/ITA/U.S. Department of Commerce***

Trade missions are an essential element of a broad-based public program designed to increase job opportunities for all Americans. Commerce Department trade missions have mission statements, goals, criteria for participation, and contact people. Trade missions may be undertaken for different purposes:



◆ **Commercial missions** seek to produce near-term export sales of U.S. goods and services from participating firms that travel as a group to one or more foreign markets. Appointments are made with officials and prospective business partners and customers. Commercial missions are organized for individual sectors or multiple industries and may include a range of companies. Some missions are planned specifically for small and medium-sized firms or minority- and women-owned businesses.

◆ **Market access missions** seek to create commercial opportunities through the removal of trade barriers and opening of markets for U.S. businesses that have been closed out of such opportunities.

◆ **Policy missions** seek to advance U.S. bilateral or multilateral objectives across a range of issues, with the objective of enhancing overall bilateral or multilateral economic and political relations. This category includes missions designed to promote political stability in a foreign country or region by fostering U.S. investment and trade.

◆ **Combined missions** embody aspects of two or more of the above types.

◆ **Certified Trade Missions** are organized by state and private-sector trade promotion groups and supported by the Commerce Department. States, industry associations, and other groups should apply directly to a Department of Commerce overseas post to have their mission certified.

**Contact:** To find information on all missions, visit the trade events calendar at [www.export.gov/tradeevents.html](http://www.export.gov/tradeevents.html).

### ***Product Literature and Sample Displays and International Catalog Exhibition Program/ITA/U.S. Department of Commerce***

These are low-cost, efficient ways for small and medium-sized firms to get exposure and worldwide sales leads without leaving the country. The **Product Literature and Sample Displays** are industry-focused exhibits at trade shows where Commerce Department industry or trade specialists or U.S. embassy officials display U.S. company literature and samples to hundreds of interested business prospects. Sales leads are sent directly to participating companies. At **International Catalog Exhibitions**, state development agencies collaborate with the Commerce Department to showcase product literature from companies in their state and send trade leads to the participating U.S. firms.

**Contact:** For more information on Product Literature and Sample Displays, contact the Trade Information Center (TIC) at 1-800-USA-TRAD(E) (1-800-872-8723). For more information on the International Catalog Exhibition program, contact Nancy Hesser, Export Promotion Services, (202) 482-4663; fax (202) 482-2718; home page: [www.export.gov/tradeevents.html](http://www.export.gov/tradeevents.html).

# Chapter 6

## Special Market Access and Technical Assistance



### **Advocacy Center/ITA/U.S. Department of Commerce**

For U.S. companies bidding on foreign government procurement contracts, exporting means more than just selling a good product at a competitive price. It also means dealing with foreign governments and complex rules. If the bidding process for a contract is not open and transparent or is tilted in favor of foreign competition, then contact the Advocacy Center. The Advocacy Center coordinates the actions of 19 U.S. government agencies to level the playing field overseas for U.S. exporters and to ensure that sales of U.S. products and services have the best possible prospects abroad. The Advocacy Center works with businesses of every size, providing assistance that may include visits to key foreign officials by high-ranking U.S. officials, direct support from U.S. officials stationed overseas, letters to foreign decision-makers, and coordinated action by U.S. government agencies.

**Contact:** For more information, call (202) 482-3896; fax (202) 482-3508; home page: [www.trade.gov/td/advocacy](http://www.trade.gov/td/advocacy).

### **Market Access and Compliance (MAC)/ITA/U.S. Department of Commerce**

The MAC unit works to open foreign markets for American goods and services, country by country and region by region, by working with U.S. exporters to overcome foreign trade barriers and develop strategies to level the playing field. MAC specialists maintain in-depth knowledge of the trade policies and practices of our trading partners. Working hand-in-hand with U.S. business, trade associations, and other U.S. government offices, MAC country and regional experts develop information needed to conduct trade negotiations, monitor foreign country compliance with trade agreements, and ensure that U.S. firms know how to use market opening agreements.

**Contact:** For appropriate contacts in MAC offices, call 1-800-USA-TRAD(E) (1-800-872-8723); home page: [www.mac.doc.gov](http://www.mac.doc.gov).

### **Trade Compliance Center (TCC)/ITA/U.S. Department of Commerce**

The TCC ensures vigorous enforcement of existing U.S. international trade agreements. The TCC is a one-stop shop for U.S. businesses and industries concerned with foreign compliance with trade obligations, standards of behavior, or related problems with exporting. The TCC monitors, investigates, and evaluates foreign compliance with multilateral and bilateral trade agreements.



The TCC has the U.S. government's only comprehensive, free, and searchable Internet database of trade agreements and market-specific export information. This Web site assists new and experienced exporters in understanding their rights and their trading partners' obligations, as found in over 300 trade agreements (including the World Trade Organization agreements and NAFTA). The Web site also provides direct access to the TCC through its "trade complaint hotline." One e-mail or fax to the TCC connects you to U.S. government trade policy assistance in resolving market access and trade agreement-related difficulties.

**Contact:** Trade Compliance Center, (202) 482-1191, fax (202) 482-6097; home page: [www.export.gov/tcc](http://www.export.gov/tcc).

### ***ATA Carnet/U.S. Customs Service/U.S. Department of the Treasury***

The ATA Carnet is a special international customs document that may be used for temporary imports/exports, particularly professional equipment and commercial samples that are sent out of the country for less than one year. The carnet is issued in lieu of the usual customs documents and eliminates value-added taxes, duties, and temporary import bonds. Sixty-three participating countries accept the carnet as a guarantee against the payment of customs duties.

**Contact:** 1-800-CARNETS, 1-800-5DUTYFREE; Dennis Sequeira, International Organizations and Agreements Division, (202) 927-1480; fax (202) 927-6897; e-mail: [atacarnet@uscib.org](mailto:atacarnet@uscib.org); home page: [www.uscib.org](http://www.uscib.org).



### ***Export Trade Certificate of Review Program/ITA/U.S. Department of Commerce***

Under this program, U.S. firms can team up to gain economies of scale and share export costs and risks. The Certificate of Review offers antitrust pre-clearance on virtually any export activity, including joint negotiation with providers of export services; agreements to avoid rivalry in export markets; joint bidding; coordination of export prices; and cost sharing on developing or expanding new export markets. This program provides firms with virtual immunity from antitrust liability at state and federal levels, and significantly reduces their antitrust exposure at the private level.

**Contact:** Office of Export Trading Company Affairs, (202) 482-5131; home page: [www.ita.doc.gov/oetca](http://www.ita.doc.gov/oetca). To locate prospective U.S. export partners and export service firms, log on to [www.myexports.com](http://www.myexports.com).

### ***Office of the United States Trade Representative (USTR)***

USTR staff can provide information to exporters confronted with problems involving the implementation of international trade agreements. Offices are organized according to sectoral, functional, and geographic responsibilities.

**Contact:** James Murphy, Agricultural Affairs, (202) 395-6127; Florizelle Liser, Office of Industry, (202) 395-5656; Joseph Papovich, Services, Investment, and Intellectual Property Rights, (202) 395-4510; David Spooner, Office of Textiles, (202) 395-3026; Daniel Brinza, Monitoring and Enforcement, (202) 395-3582; fax for all offices (202) 395-3911; home page: [www.ustr.gov](http://www.ustr.gov).



***Section 301 Relief/Office of the General Counsel/Office of the United States Trade Representative (USTR)***

The USTR is responsible for administering trade cases that provide relief from unfair trade practices under Section 301 of the Trade Act of 1974. Individual exporters should contact the USTR concerning procedures for filing a complaint and defending U.S. interests and rights through the dispute settlement procedures of the World Trade Organization.

**Contact:** Daniel Brinza, assistant U.S. trade representative for monitoring and enforcement, (202) 395-3582; William Busis, chairman, Section 301 Committee, (202) 395-3150; fax (202) 395-3639.

***National Center for Standards and Certification Information/National Institute of Standards and Technology (NIST) Technology Administration/U.S. Department of Commerce***

The center provides information about foreign standards, technical regulations, and certification requirements. In addition, the center operates a service called Export Alert!, which enables interested parties to receive automatic e-mail notifications of drafts of (or changes to) foreign regulations for a specific industry sector and/or country. The NIST also assists U.S. exporters in identifying EU standards and directives for products to be marketed to the European Union. Information is provided on draft standards of the European Committee for Standardization and the European Committee for Electrotechnical Standardization.

**Contact:** National Center for Standards and Certification Information, (301) 975-4040; fax (301) 926-1559; e-mail: [ncsci@nist.gov](mailto:ncsci@nist.gov); home page: [www.ts.nist.gov/ncsci](http://www.ts.nist.gov/ncsci). Individuals may register for Export Alert! at <http://ts.nist.gov/ts/htdocs/210/ncsci/export-alert.htm>.

***Laws and Metric Group/National Institute of Standards and Technology (NIST)/Technology Administration/U.S. Department of Commerce***

The Laws and Metric group provides guidance related to packaging and labeling requirements, net content requirements, and the use of the metric system of measurement with the goal to make U.S. packaged goods more competitive in the export market. The Group also furnishes sources of information on metric standards and requirements in export markets.

**Contact:** Kenneth S. Butcher, Group Leader, Laws and Metric Group, (301) 975-4859; fax (301) 948-1416; e-mail: [metric\\_prg@nist.gov](mailto:metric_prg@nist.gov), home page: [www.nist.gov/metric](http://www.nist.gov/metric).

### ***Bureau of Economic and Business Affairs/U.S. Department of State***

The Bureau of Economic and Business Affairs integrates high-level economic expertise-in areas such as international trade policy, finance, telecommunications and information technology, energy and sanctions, international transportation issues, agriculture, and intellectual property rights-with up-to-date information about economic and other developments around the world to advance U.S. interests. The **Office of Commercial and Business Affairs** works directly with U.S. business representatives to help them tap into the worldwide resources of the State Department. It also champions U.S. business interests overseas with advocacy, troubleshooting, and market access support, and engages business leaders on strategic international issues that affect them.

**Contact:** Office of Commercial and Business Affairs, (202) 647-1625; fax (202) 647-3953; home page: [www.state.gov/www/about\\_state/business](http://www.state.gov/www/about_state/business). Bureau of Economic and Business Affairs home page: [www.state.gov/www/issues/economic/index.html](http://www.state.gov/www/issues/economic/index.html).

### ***Office of Small and Disadvantaged Business Utilization/Minority Resource Center (OSDBU/MRC)/U.S. Agency for International Development (USAID)***

U.S. small businesses and disadvantaged enterprises (including women-owned small businesses) have an advocate that ensures their consideration as sources for the procurement of goods and services financed through USAID sustainable development activities. The Office of Small and Disadvantaged Business Utilization maintains the USAID Consultant Registry Information System and publishes *The Guide to Doing Business with the Agency for International Development*.

**Contact:** Marilyn Marton, Office of Small and Disadvantaged Business Utilization, (202) 712-1500; fax (202) 216-3056; home page: [www.usaid.gov/procurement\\_bus\\_opp/osdbu](http://www.usaid.gov/procurement_bus_opp/osdbu).

### ***Management and Technical Assistance/Office of Minority Enterprise Development/Small Business Administration (SBA)***

Through the Management and Technical Assistance Program, the SBA contracts for the services of professional management firms and others to provide help to 8(a) and other eligible firms in the areas of accounting, marketing, proposal preparation, and industry-specific issues.

**Contact:** Additional information may be obtained from a business opportunity specialist in the SBA's district offices. For the phone and fax numbers of your nearest SBA district office, call 1-800-U-ASK-SBA (1-800-827-5722); home page: [www.sba.gov/8abd](http://www.sba.gov/8abd).





### ***Overseas Security Advisory Council (OSAC)/U.S. Department of State***

The OSAC is a joint venture between the State Department and the U.S. private sector to interact on overseas security problems, such as political unrest, crime, terrorism, and the protection of information. The OSAC develops efficient and cost-effective security information and communication, which is available to U.S. businesses with overseas interests. The Web site provides comprehensive and timely security-related and country-specific information. The OSAC establishes a continuing liaison between security officials in both private and public sectors, provides for regular exchanges of information on developments in protective security, and recommends methods for planning and implementation of security programs abroad and to protect the competitiveness of American businesses operating worldwide. The OSAC also works closely with U.S. embassies and consulates to expedite contacts between U.S. business representatives and State Department security officers.

**Contact:** OSAC, (202) 663-0533; fax (202) 663-0868; e-mail: [osac@dsmail.state.gov](mailto:osac@dsmail.state.gov); home page: [www.ds-osac.org](http://www.ds-osac.org).



### ***Business Briefings, Conferences, and Technical Symposia/U.S. Trade and Development Agency (TDA)***

The TDA sponsors a variety of briefings and conferences designed to help U.S. firms learn about business opportunities related to major projects in developing and middle-income countries. The TDA identifies a group of projects in a country, region, or sector and engages project sponsors to conduct project briefings and meet one-on-one with U.S. companies. An international finance panel is included at most of these events. At major conferences, participants receive project resource guides, detailing each of the featured projects, complete with contact information, timelines for project implementation, and procurement lists.

**Contact:** TDA Information Resource Center, (703) 875-4357; fax (703) 875-4009; e-mail: [info@tda.gov](mailto:info@tda.gov); home page: [www.tda.gov](http://www.tda.gov).

# Chapter 7

## Export Finance, Insurance, and Grants (Non-Agricultural)

### EXPORT FINANCE

#### **Export-Import Bank of the United States (Ex-Im Bank)**

The Ex-Im Bank provides a variety of export finance assistance, including export credit insurance, pre-export financing through working capital guaranteed loans to exporters, and medium- and long-term loans and guarantees to overseas buyers. The Ex-Im Bank offers various programs to the business community, including regular seminars and group briefings at several locations around the country. Specific Ex-Im Bank programs are described below.

**Contact:** For information on all Ex-Im Bank programs, call the export financing hotline at 1-800-565-EXIM (3946), (202) 565-3946 (Alaska, Hawaii, and the District of Columbia); fax retrieval: 1-800-565-EXIM, press 1, press 2; e-mail: [bdd@exim.gov](mailto:bdd@exim.gov); home page: [www.exim.gov](http://www.exim.gov).

#### **City-State Program/Export-Import Bank**

The Ex-Im Bank works with state and local government agencies to offer export counseling and financial assistance to businesses in their jurisdictions. Co-operative programs currently operate in more than 35 states and regions as well as in Puerto Rico.

**Contact:** Gus Grace, business development officer, (202) 565-3910; fax (202) 565-3932.

#### **Regional Offices/Export-Import Bank**

The Ex-Im Bank's regional offices provide services and information to businesses. Regional offices are in New York; Washington, D.C.; Miami; Chicago; Houston; Orange County, Calif.; Long Beach, Calif.; and San Francisco. The Ex-Im Bank is also represented at most of the U.S. Export Assistance Centers (USEACs).

**Contact:** **New York:** 20 Exchange Place, 40/F, New York, NY 10005, (212) 809-2650; fax (212) 809-2646; **Washington, D.C.:** 811 Vermont Ave., NW, Room 929, Washington, DC 20571, (202) 565-3900; fax (202) 565-3931; **Miami:** 777 N.W. 72nd Ave., Suite 3M2, Miami, FL 33126, (305) 526-7436; fax (305) 526-7435; **Chicago:** 55 W. Monroe Street, Suite 2440, Chicago, IL 60603, (312) 353-8081; fax (312) 353-8098; **Houston:** 1880 South Dairy, Ashford II, Suite 585,



Houston, TX 77077, (281) 721-0465; fax (281) 679-0156; **Orange County, Calif.:** 3300 Irvine Avenue, Suite 305, Newport Beach, CA 92660, (949) 660-1688 ext. 150; fax (949) 660-8039; **Long Beach, Calif.:** 1 World Trade Center, Suite 1670, Long Beach, CA 90831, (562) 980-4580; fax (562) 980-4590; **San Francisco:** 250 Montgomery Street, 14th floor, San Francisco, CA, 94104, (415) 705-2285; fax (415) 705-1156. For the addresses and phone numbers of USEACs, call 1-800-USA-TRAD(E) (1-800-872-8723) or view [www.export.gov/commercialservice](http://www.export.gov/commercialservice).

### ***Working Capital Guarantee Program/Export-Import Bank***

The Working Capital Guarantee Program helps small and medium-sized businesses obtain critical pre-export financing from commercial lenders. The Ex-Im Bank guarantees 90 percent of the principal and interest on transaction-specific loans or revolving lines of credit that are extended to eligible exporters. The funds may be used for pre-export activities, which include the purchase of raw materials, labor, overhead, performance bonds, retainers, and warranties. The Ex-Im Bank processes loan amounts of over \$833,333, while lower amounts go to the Small Business Administration.

**Contact:** Sam Zytcer, (202) 565-3782; fax (202) 565-3793; home page: [www.exim.gov](http://www.exim.gov); or contact an Ex-Im Bank regional office.

### ***Export Credit Insurance/Export-Import Bank***

The Ex-Im Bank offers insurance policies that cover political and commercial risks on export receivables.

- The **Small Business Policy** is available to firms just beginning to export or with average annual export credit sales of less than \$3 million for the past two years. These businesses must also meet the Small Business Administration's definition of a small business. The policy offers enhanced coverage, a lower premium than usually found in other insurance policies, and an enhanced assignment used to discount receivables with a bank. Special features are also available for exporters of environmental goods and services.
- ◆ The **Bank Letter of Credit Policy** insures commercial banks against loss on irrevocable letters of credit issued by foreign banks for U.S. exporters.
- ◆ The **Multi-Buyer Policy** insures all of an exporter's short-term export credit sales or a reasonable spread.
- ◆ The **Financial Institution Buyer Credit Policy** insures individual short-term export credits extended by financial institutions to foreign buyers.
- ◆ The **Short-Term Single-Buyer Policy** and the **Medium-Term Single-Buyer Policy** allow exporters to insure their receivables against loss due to commercial and specified political risks on a selective basis.



◆ **Lease Insurance Policies** offer a lessor the opportunity to expand its overseas leasing program by providing comprehensive insurance for both the stream of lease payments and the fair market value of the leased products.

**Contact:** Business Development, (202) 565-3900; fax (202) 565-3931; home page: [www.exim.gov](http://www.exim.gov); or contact an Ex-Im Bank regional office.

### ***Direct Loans and Guarantees/Export-Import Bank***

This program extends direct loans to foreign buyers or guarantees to financing intermediaries for creditworthy entities that purchase U.S. capital goods or services. The loans and guarantees offered are for 85 percent of the U.S. export value. Direct loans provide competitive fixed-rate financing to the foreign buyer. The guarantee coverage provides protection to the finance source against payment default for either political or commercial reasons. Interest rates for the guarantees are negotiated between the finance source and the seller and are typically floating rates. Political-only guarantee coverage is also available. In addition, the Ex-Im Bank is willing to provide support for a broad range of environmental exports, including special transaction structures for certain lease transactions, industrial design, architectural or engineering services, and overseas operations and maintenance contracts.

**Contact:** Business Development, (202) 565-3900; fax (202) 565-3931; home page: [www.exim.gov](http://www.exim.gov); or contact an Ex-Im Bank regional office.

### ***Limited Recourse Project Finance Program/Export-Import Bank***

The Limited Recourse Project Finance Program provides financing for projects that are dependent on the cash flows of the project for repayment, not on recourse to a foreign government, financial institution, or established corporation. Combinations of direct loans, political risk only coverage, or comprehensive guarantees for commercial bank loans are available. The Ex-Im Bank now offers pre-completion comprehensive coverage for select projects. Ex-Im Bank offerings include financing up to 85 percent of the U.S. export value, financing of interest during construction, and financing of host country local costs of up to 15 percent of the U.S. contract value and up to the maximum repayment terms consistent with the guidelines of the Organization for Economic Cooperation and Development.

**Contact:** Kristine Wood, (202) 565-3913; fax (202) 565-3695; home page: [www.exim.gov](http://www.exim.gov).

### ***Small Business Administration (SBA)***

The SBA finances the short-term and cyclical working-capital needs of small businesses and administers business loan programs to help qualified small businesses obtain financing. The financing programs and appropriate contacts listed below can help exporters.



### ***Business Loan Guarantee Program/Small Business Administration (SBA)***

The SBA's 7(a) program assists qualified small businesses to obtain financial assistance from banks. The Business Loan Guarantee Program provides the lender with a guarantee that if the borrower cannot repay the loan, the federal government will repay the loan up to the percentage of the SBA guarantee. Therefore, when a business applies for an SBA loan, it is applying for a commercial loan with an SBA guarantee.

The SBA can make 7(a) loans to businesses engaged in manufacturing, construction, wholesale, retail, or service industries, and the proceeds may be used to acquire equipment, facilities, machinery, supplies, or materials; to obtain working capital; to finance construction, conversion, or expansion; and to refinance existing debt.

The maximum dollar amount that the SBA will guarantee is \$1,000,000. The maximum maturity is 25 years; however, the SBA expects all loans to be repaid as soon as possible. Therefore, maturity is based on the ability of the business to pay without hardship. Interest rates on SBA guarantee loans are negotiated between the applicant and the lender based on the credit merits of the request, subject to a maximum of the prime rate plus 2.75 percent.

**Contact:** 1-800-U-ASK-SBA for the nearest SBA district office or U.S. Export Assistance Center for application and processing, or view [www.sba.gov/financing](http://www.sba.gov/financing).

### ***Export Working Capital Program (EWCP)/Small Business Administration (SBA)***

The EWCP provides short-term, transaction-specific financing for small business exporters. Exporters may use this program for pre-export financing of labor and materials, financing receivables generated from these sales, and standby letters of credit used as performance bonds or payment guarantees to foreign buyers. The EWCP provides 90 percent guarantees up to \$1 million to commercial lenders and offers exporters preliminary commitments that encourage lenders to provide credit to small business exporters. To qualify for the EWCP, the small business must be established for at least one year, though not necessarily engaged in exporting. Interest rates and fees are negotiable between the lender and the small business exporter.

**Contact:** 1-800-U-ASK-SBA for the nearest SBA district office or U.S. Export Assistance Center, or view [www.sba.gov/oit](http://www.sba.gov/oit).

### ***International Trade Loan Guarantee Program/Small Business Administration (SBA)***

The International Trade Loan Guarantee Program helps small businesses that are either new to export, already engaged in exporting and seeking to expand their operation, or adversely affected by competition from imports. The SBA guarantees up to \$1.25 million, less the amount of the SBA's guaranteed portion of other loans outstanding, to the borrower under the SBA's regular lending program. Loans are made



by lending institutions backed by the SBA guarantee of a portion of the loan. Proceeds may be used for working capital and facilities or equipment. Maturities of loans for facilities or equipment may extend to the 25-year maximum.

**Contact:** 1-800-U-ASK-SBA for the nearest SBA district office or U.S. Export Assistance Center, or view [www.sba.gov/oit](http://www.sba.gov/oit).

### ***Export Express/Small Business Administration (SBA)***

Export Express is the newest and easiest SBA export loan program. Export Express provides lenders with a repayment guaranty on their small business export loans up to a maximum loan amount of \$250,000. Export Express lenders use their own loan analyses, loan procedures, and loan documentation and streamlined loan review and approval procedures to process SBA guaranteed loans.

Small businesses can use Export Express loans for many different purposes including foreign market development activities such as trade show participation and product literature translation. SBA Export Express loans may support standby letters of credit that are used for either bid or performance bonds, revolving lines of credit for export purposes, term loans, and other financing to enable small business concerns, including small business export trading companies and small business export management companies to develop foreign markets. To be eligible for SBA Export Express assistance, applicants must have been in business operation for at least one year, though not necessarily in exporting.

SBA Export Express combines the SBA's small business lending assistance with its technical assistance programs to help small businesses obtain export financing. Technical assistance is provided by U.S. Export Assistance Centers (USEACs) in cooperation with the SBA's network of resource partners. On approval of an SBA Export Express loan, the SBA representative in the nearest USEAC will contact the borrower to offer appropriate assistance.

**Contact:** 1-800-U-ASK-SBA for the nearest SBA district office or USEAC; e-mail: [answerdesk@sba.gov](mailto:answerdesk@sba.gov); or access the SBA Export Express home page: [www.sba.gov/oit/exportexpress.html](http://www.sba.gov/oit/exportexpress.html).

### ***Small Business Investment Companies (SBICs)/Small Business Administration (SBA)***

SBICs, licensed by the SBA, are privately owned and managed investment firms. SBICs with investment strategies that include export activities may receive equity capital or term working capital in excess of the SBA's \$750,000 statutory limit.

**Contact:** Investment Division, (202) 205-6510; home page: [www.sba.gov/inv](http://www.sba.gov/inv).



### ***Export Finance Matchmaker/ITA/U.S. Department of Commerce***

The Export Finance Matchmaker (EFM) program uses the Internet to match U.S. exporters with sources of export financing or risk mitigation. Information collected from the exporter is matched with corresponding offerings of the export finance/risk mitigation firms. This program supports a variety of export financing products, including pre-export working capital, direct loans to foreign buyers, forfeiting, export factoring, documentary products, export credit insurance, and other financial services.

**Contact:** William Franklin, Office of Finance, (202) 482-3277; fax (202) 482-5702; e-mail: [trade@ita.doc.gov](mailto:trade@ita.doc.gov); home page: [www.trade.gov/efm](http://www.trade.gov/efm).

### ***Untied Aid Initiative/ITA/U.S. Department of Commerce***

This program provides information on how to access foreign donor aid programs, including grant aid, "soft loans," and technical cooperation, to finance U.S. export sales in infrastructure and other sectors. According to data from the Organization for Economic Cooperation and Development, approximately 81 percent of bilateral aid is "untied" (i.e., not contingent upon the purchase of goods and services from the donor country) and therefore potentially available to finance procurement from U.S. and other suppliers and consultants.

**Contact:** Danius Barzdukas, Office of Japan Trade Policy, (202) 482-1147; fax (202) 482-0469; e-mail: [danius\\_barzdukas@ita.doc.gov](mailto:danius_barzdukas@ita.doc.gov); Denise Carpenter, Office of Finance, (202) 482-4002; fax (202) 482-5702; e-mail: [denise\\_carpenter@ita.doc.gov](mailto:denise_carpenter@ita.doc.gov); home page: [www.ita.doc.gov/untiedaid](http://www.ita.doc.gov/untiedaid).

### ***Multilateral Development Bank Commercial Liaisons/ITA/U.S. Department of Commerce***

Multilateral Development Bank (MDB) commercial liaisons counsel U.S. firms about opportunities associated with funding by the World Bank; Asian, African, and Inter-American Development Banks; and the European Bank for Reconstruction and Development. MDB liaison officers ensure project information is available on a timely basis and organize and develop outreach programs throughout the United States. The development banks assist in financing social and economic infrastructure and privatization projects in developing countries. The U.S. liaison officers in each of these institutions are dedicated to the identification of these projects at the earliest possible stage. They provide in-depth counseling to U.S. firms on bank opportunities and advocate on behalf of U.S. firms.

**Contact:** World Bank, Commercial Liaison Office, (202) 458-0120, fax (202) 477-2967; Inter-American Development Bank, Commercial Liaison Office, (202) 623-3821, fax (202) 623-2039; African Development Bank, Commercial Liaison Office (Cote D'Ivoire), +225 (22) 41-12-50, fax +225 (22) 41-12-60 ; Asian Development Bank, Commercial Liaison Office (Philippines), +632 887-1345/1346, fax +632 887-1164; European Bank for Reconstruction and Development (United Kingdom), +44 (171) 588-4027/4028, fax +44 (171) 588-4026; or call the Trade Information Center at 1-800-USA-TRAD(E).

# INVESTMENT FINANCE

## ***Overseas Private Investment Corporation (OPIC)***

OPIC helps U.S. businesses invest overseas, fosters economic development in new and emerging markets, complements the private sector in managing risks associated with foreign direct investment, and supports U.S. foreign policy. Because OPIC charges market-based fees for its products, it operates on a self-sustaining basis at no net cost to taxpayers. OPIC promotes U.S. best practices by requiring projects to adhere to international standards on the environment, workers rights, and human rights.

**Contact:** OPIC InfoLine, (202) 336-8799; fax (202) 408-9859; home page: [www.opic.gov](http://www.opic.gov).

Callers with a touchtone phone may listen to brief recorded program descriptions, request that printed program information be sent to them via mail or fax, or, from 8:45 a.m. to 5:30 p.m. ET, speak with an OPIC information officer.



## ***Investment Insurance/Overseas Private Investment Corporation***

OPIC offers several programs to insure U.S. investments in emerging markets and developing countries against the risks of: (1) currency inconvertibility—the inability to convert profits, debt service, and other investment remittances from local currency into U.S. dollars or the inability to transfer funds; (2) expropriation—loss of an investment due to expropriation, nationalization, or confiscation by the host government; and (3) political violence—loss of assets or income due to war, revolution, insurrection, or politically motivated civil strife, terrorism, or sabotage. Coverage is available for new ventures, expansion of existing enterprises, privatizations, and acquisitions with positive developmental benefits. Coverage is available for equity investments, parent company and third-party loans and loan guarantees, technical assistance agreements, leases, consigned inventory or equipment, and other forms of investment. OPIC has several insurance programs offering coverage tailored to meet the special insurance needs of certain types of international investments.

**Contact:** OPIC InfoLine, (202) 336-8799; fax (202) 408-9859; home page: [www.opic.gov](http://www.opic.gov).

## ***Finance Programs/Overseas Private Investment Corporation***

OPIC provides financing through direct loans and loan guarantees for medium, and long-term private investment. Loans range from \$100,000 to \$250 million for projects sponsored by U.S. companies, and financing can be provided on a project finance or corporate finance basis. In most cases, the U.S. sponsor is expected to contribute at least 25 percent of the project equity, have a track record in the industry, and have the means to contribute to the financial success of the project. OPIC will not lend to projects that can secure adequate financing from commercial sources. Additionally, to address the lack of sufficient equity investment in emerging markets, OPIC has

supported the creation of privately owned and managed investment funds that make direct equity and equity-related investments in new, expanding, or privatizing companies.

**Contact:** OPIC InfoLine, (202) 336-8799; fax (202) 408-9859; home page: [www.opic.gov](http://www.opic.gov).

## GRANTS AND FUNDING FOR FEASIBILITY STUDIES AND OTHER EXPORT-RELATED NEEDS



### ***Feasibility Studies/U.S. Trade and Development Agency (TDA)***

One of the TDA's primary activities is the grant funding of feasibility studies and other project planning activities for major projects in developing and middle-income countries. The studies are conducted by U.S. private sector firms and represent a wide range of host government high priority sectors, including energy, transportation, telecommunications, information technology, manufacturing, minerals development, and the environment. Feasibility studies assess the economic, financial, and technical viability of a potential project. Applications for feasibility studies are accepted with host country endorsement.

**Contact:** TDA Information Resource Center, (703) 875-4357; fax (703) 875-4009; e-mail: [info@tda.gov](mailto:info@tda.gov). A model feasibility study proposal format can be found on the TDA home page: [www.tda.gov](http://www.tda.gov).

### ***Technical Assistance Grants/U.S. Trade and Development Agency (TDA)***

The TDA funds technical assistance related to the evaluation or implementation of projects to project sponsors. In some instances, the TDA also offers funding to foreign governments for technical assistance that supports capacity building initiatives and the implementation of trade agreements that may lead to increased U.S. exports.

**Contact:** TDA Information Resource Center, (703) 875-4357; fax (703) 875-4009; e-mail: [info@tda.gov](mailto:info@tda.gov); home page: [www.tda.gov](http://www.tda.gov).

### ***Desk Studies and Definitional Missions/U.S. Trade and Development Agency (TDA)***

Before the TDA provides project specific grant assistance, it requires independent evaluation of the proposal. The TDA hires teams of technical specialists, all of whom are from small U.S. businesses, to gather additional information on projects and provide evaluations. Desk studies provide quick analyses and are conducted in the United

States. Definitional missions provide more detailed evaluations and involve travel to the region in question.

**Contact:** For a list of current opportunities, contact the TDA definitional mission hotline at (703) 875-7447. To be included in the TDA definitional mission consultant list, register on-line at the TDA Web site. TDA e-mail: [info@tda.gov](mailto:info@tda.gov); home page: [www.tda.gov](http://www.tda.gov).

### ***Trust Funds for U.S. Firms at the Multilateral Development Banks (MDBs)/U.S. Trade and Development Agency (TDA)***

The TDA maintains trust funds at five MDBs: the World Bank, the International Finance Corporation, the European Bank for Reconstruction and Development, and the Inter-American Development Bank and its private sector arm, the Inter-American Investment Corporation. These funds, most of which are known as evergreen funds, can be used for technical assistance and feasibility studies. The TDA maintains a minimum balance that is readily available to fund project opportunities for U.S. firms or to help U.S. businesses take advantage of time-sensitive projects.

Since MDBs finance many of the capital projects in the developing world, the TDA's close relationship with them is advantageous for the U.S. business community. In addition to the valuable project information gained through the MDBs, which the TDA passes on to U.S. firms, working with bank projects ensures that a potential funding source has been identified.

**Contact:** TDA Information Resource Center at (703) 875-4357 (ask for the regional director for the country where a project is located) or fax Barbara Bradford, deputy director, at (703) 875-4009. TDA e-mail: [info@tda.gov](mailto:info@tda.gov); home page: [www.tda.gov](http://www.tda.gov).

### ***Training Grants/U.S. Trade and Development Agency (TDA)***

The TDA has authority to offer training grants in support of short-listed companies on a transaction-specific basis. These grants frequently enable a company to cover the cost of training local personnel on the installation, operation, and maintenance of equipment specific to its bid proposal.

**Contact:** TDA Information Resource Center, (703) 875-4357; fax (703) 875-4009; e-mail: [tda@info.gov](mailto:tda@info.gov); home page: [www.tda.gov](http://www.tda.gov).

### ***Market Development Cooperator Program (MDCP) Grants/ITA/U.S. Department of Commerce***

The MDCP is a competitive matching funds program operated by the International Trade Administration that builds public-private partnerships by providing federal assistance to non-profit export multipliers such as states, trade associations, chambers of commerce, world trade centers, and small business development centers. These multipliers are particularly effective in reaching and assisting small and medium-sized enterprises (SMEs). Applicants use their own creativity to design projects that will help



SMEs to enter, expand, or maintain market share in targeted markets overseas. MDCP awards help underwrite the start-up costs of new export marketing ventures.

**Contact:** MDCP program manager, (202) 482-2969; home page: [www.export.gov/mdcp](http://www.export.gov/mdcp).

### ***Special American Business Internship Training (SABIT)/ITA/U.S. Department of Commerce***

The SABIT program is a private sector joint initiative to promote market access and to catalyze economic development in Eurasian countries: Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan. SABIT offers both group training programs and competitive grants to U.S. companies, industry associations, technology transfer and commercialization institutions, non-governmental, and other organizations. The grants cover a share of the costs of hosting Eurasian managers and scientists for three to six months of hands-on professional training in U.S. business practices. With funding of \$40 million, SABIT is a leading technical assistance provider driving public-private partnerships between the U.S. and Eurasian scientific and business communities.

**Contact:** SABIT Program, (202) 482-0073; fax (202) 482-2443; home page: [www.mac.doc.gov/sabit](http://www.mac.doc.gov/sabit).



### ***EcoLinks Partnership Grants Program/Institute for International Education (IIE)/U.S. Agency for International Development (USAID)***

EcoLinks, the Eurasian-American Partnership for Environmentally Sustainable Economies, is a USAID-funded program that promotes market-based solutions to urban and industrial environmental problems in Central and Eastern Europe and Eurasia. EcoLinks provides grants and facilitates trade and investment to create lasting environmentally focused partnerships among businesses, local governments, and relevant associations in the region and their counterparts in the United States. The EcoLinks grants program provides Quick Response Awards, up to \$5,000 each, to support travel-related partnering activities such as meetings and site visits and identifies industry best practices to be used as models for future development in the region.

**Contact:** Ioana Hartshorn, program officer, EcoLinks Partnership Grant Program, (202) 326-7814; fax (202) 326-7774; e-mail: [ihartshorn@iie.org](mailto:ihartshorn@iie.org); home page: [www.ecolinks.org](http://www.ecolinks.org).

### ***Office of Citizen Exchanges/U.S. Department of State***

The State Department designs and develops exchange programs to encourage market-based economic development. It funds programs conducted by U.S. non-profit organizations that work with international leaders, including young professionals. For example, one program, Community Connections, brings young entrepreneurs, local government officials, and legal professionals from Russia, Ukraine, Moldova, Belarus, and Georgia to the United States for practical internships.

**Contact:** Office of Citizen Exchanges, (202) 401-6884; fax (202) 619-4350; e-mail: [vrector@pd.state.gov](mailto:vrector@pd.state.gov); home page: <http://exchanges.state.gov>.





# Chapter 8

## Agricultural Export and Finance Programs

### AGRICULTURAL EXPORT PROGRAMS

#### **Outreach and Exporter Assistance/Foreign Agricultural Service (FAS)/U.S. Department of Agriculture (USDA)**

The first point of contact for information on exporting agricultural products is the Office of Outreach and Exporter Assistance, which provides basic export counseling and directs inquiries to the appropriate USDA office for additional assistance. Extensive information on export assistance programs and foreign market data is also available through the FAS home page.

**Contact:** Office of Outreach and Exporter Assistance, (202) 720-7420 or (202) 720-9509; fax (202) 205-9728 or (202) 690-2489; e-mail: [tapo@fas.usda.gov](mailto:tapo@fas.usda.gov) or [outreach@fas.usda.gov](mailto:outreach@fas.usda.gov); home page: [www.fas.usda.gov](http://www.fas.usda.gov).

#### **AgExporter/Foreign Agricultural Service(FAS)/U.S. Department of Agriculture (USDA)**

*AgExporter* is a monthly magazine for U.S. agricultural producers and food processors, exporters, trade organizations, state departments of agriculture, and businesses selling farm and consumer-ready food products overseas. It provides tips on exporting, descriptions of markets with the greatest sales potential, and information on export assistance available from the USDA. A one-year subscription costs \$44 (\$55 for subscribers overseas).

**Contact:** To obtain a sample copy of *AgExporter*, contact the FAS Information Division at (202) 720-7115; e-mail [info@fas.usda.gov](mailto:info@fas.usda.gov); or visit <http://ffas.usda.gov/info/agexporter/agexport.html>.

#### **AgExport Connections/Foreign Agricultural Service (FAS)/U.S. Department of Agriculture (USDA)**

AgExport Connections manages four basic services that are available to exporters of U.S. food, farm, forest, and seafood products:

- ◆ **Trade Leads** are foreign trade inquiries that the FAS offices transmit electronically to the USDA. They are made available to U.S. exporters via e-mail. Trade leads are also available through trade publications and state departments of agriculture and trade development centers.

**Contact:** Sharon Claggett, (202) 690-3416; e-mail: [sharon.claggett@fas.usda.gov](mailto:sharon.claggett@fas.usda.gov).





◆ **Buyer Alert** is a biweekly newsletter that can introduce your food, farm, forest, and seafood products to foreign buyers at only \$15 per announcement. Advertisements for up to five products may be submitted for each announcement. *Buyer Alert* announcements are transmitted electronically to FAS offices, which distribute the newsletter to more than 20,000 potential buyers in 65 countries.

**Contact:** Linda Conrad, (202) 690-3421; fax (202) 690-4374; e-mail: [linda.conrad@fas.usda.gov](mailto:linda.conrad@fas.usda.gov).

◆ **Foreign Buyer Lists** contain detailed contact information on more than 23,000 importers of food, farm, forest, and seafood products in 85 countries. Lists may be ordered by product or country at a cost of \$15 each.

**Contact:** Sharon Claggett, (202) 690-3416; e-mail: [sharon.claggett@fas.usda.gov](mailto:sharon.claggett@fas.usda.gov).

◆ **U.S. Supplier Lists** may be used to source U.S. food, farm, forest, and seafood products for export. Nearly 3,500 firms are included in this database, which is also made available to foreign buyers through FAS offices overseas. Lists may be ordered by product at a cost of \$15 each.

**Contact:** Linda Conrad, (202) 690-3421; fax (202) 690-4374; e-mail: [linda.conrad@fas.usda.gov](mailto:linda.conrad@fas.usda.gov).

◆ **The AgExport Action Kit** provides information to U.S. businesses on the export programs available from AgExport Connections. The information is designed to put exporters of food, farm, forest, and seafood products in contact with foreign buyers. To receive a free copy of the Action Kit, call (202) 720-7103.

**Contact:** AgExport Connections, (202) 720-7103; fax (202) 690-4374; home page: [www.fas.usda.gov/agexport/exporter.html](http://www.fas.usda.gov/agexport/exporter.html).

### ***National Agricultural Library (NAL)/U.S. Department of Agriculture (USDA)***

The NAL is a repository of information on agricultural marketing and trade. NAL staff respond to inquiries with customized assistance by combining in-depth knowledge of the library's resources, state-of-the-art technology, and networking. NAL staff also assist users in accessing the library's on-line systems and Web sites: ISIS (Integrated System for Information Services) and AGRICOLA (Agricultural On-line Access database).

**Contact:** NAL Service Desk, (301) 504-5755; fax (301) 504-6110; e-mail: [agref@nal.usda.gov](mailto:agref@nal.usda.gov); National Agricultural Library home page: [www.nal.usda.gov](http://www.nal.usda.gov). ISIS and AGRICOLA home page: [www.nal.usda.gov/ag98](http://www.nal.usda.gov/ag98).

### ***Economic Research Service (ERS)/U.S. Department of Agriculture (USDA)***

The Economic Research Service provides in-depth economic analyses on agricultural economies, trade policies of foreign countries, world agricultural trade and development issues, and their linkages with the U.S. food and fiber economy. The ERS analyzes how factors influencing demand (population, income, and tastes), production variables (inputs and technology), foreign governments' commercial policies and programs (price controls, environmental and food safety laws, and tariffs), macroeconomic conditions (exchange rates and debt), and major events (for example, China's accession to the WTO) affect countries' agricultural production, consumption, and trade; international food and fiber prices; and U.S. food and fiber competitiveness. The ERS widely disseminates information and analyses on international agricultural trade, food aid, and development through regional and commodity reports, bulletins and updates, periodicals, and electronic databases.

**Contact:** John Dunmore, deputy director, Market and Trade Economics Division, (202) 694-5204; fax (202) 694-5792; e-mail: [jdunmore@ers.usda.gov](mailto:jdunmore@ers.usda.gov); home page: [www.ers.usda.gov](http://www.ers.usda.gov).

### ***Trade Shows and Missions/Foreign Agricultural Service (FAS)/U.S. Department of Agriculture (USDA)***

The USDA Trade Show Office offers U.S. food and beverage exporters a choice of programs to satisfy their marketing needs. Programs include fully sponsored trade shows, sales missions, and endorsed shows in both leading and emerging markets worldwide. Fully sponsored trade shows consist of a package of services, including a fully appointed booth, shipping of product samples, and educational programs. Sales missions include guaranteed appointments with potential buyers, orientation to the market, and translation services. In addition, the USDA Trade Show Office provides information on the promoters of other international food and beverage shows.

**Contact:** USDA Trade Show Office, (202) 690-1182; fax (202) 690-4374; home page: [www.fas.usda.gov/agexport/tsinfo.html](http://www.fas.usda.gov/agexport/tsinfo.html).

### ***Rural Business-Cooperative Service/U.S. Department of Agriculture (USDA)***

This program researches cooperative involvement in international trade and provides trade-related technical assistance to U.S. farmer-owned cooperatives.

**Contact:** Tracey Kennedy, International Trade Program, (202) 690-1428; fax (202) 690-2723; e-mail: [tracey.kennedy@usda.gov](mailto:tracey.kennedy@usda.gov).

## AGRICULTURAL TECHNICAL ASSISTANCE

### ***Shipper Assistance/Agricultural Marketing Service (AMS)/U.S. Department of Agriculture (USDA)***

The Office of Shipper and Exporter Assistance (SEA) provides new and experienced agricultural exporters with the information they need to get their products overseas, on time, in good condition, and at the lowest cost. SEA staff members also conduct export transportation seminars to teach new or prospective agricultural exporters how to transport their high-value or value-added food products overseas. These seminars, held throughout the country, cover an array of transportation issues such as finding a freight forwarder, selecting transportation options, packaging, container loading, and temperature management.

Contact: Jim Caron or other SEA staff, (202) 690-1304; fax (202) 690-3616; e-mail: [jim.caron@usda.gov](mailto:jim.caron@usda.gov); home page: [www.ams.usda.gov/tmd/tmdsea.htm](http://www.ams.usda.gov/tmd/tmdsea.htm).

### ***Transportation Publications and Resource Guidance/U.S. Department of Agriculture (USDA)***

The Transportation Publications and Resource Guidance Center provides publications and guidance to help agricultural exporters efficiently use transportation resources and maintain product quality in transit. A weekly grain transportation newsletter, monthly ocean container freight rate bulletin, a 10-year database of ocean freight costs for international grain shipments, and special reports are also available.

Contact: Jim Caron or other SEA staff, (202) 690-1304; fax (202) 690-3616 or (202) 690-1340; e-mail: [jim.caron@usda.gov](mailto:jim.caron@usda.gov); home page: [www.usda.gov/ams/titlepag.htm](http://www.usda.gov/ams/titlepag.htm).

## AGRICULTURAL FINANCE AND GRANT PROGRAMS

### ***Export Credit Guarantee Programs/U.S. Department of Agriculture (USDA)***

The Commodity Credit Corporation (CCC) administers a variety of export credit guarantee programs that provide U.S. exporters and bankers protection against default on repayment of credit extended for an export sales transaction. The programs cover both political and commercial default. U.S. exporters benefit by being able to make a sale that might not be made without a payment guarantee. With a CCC guarantee,

U.S. bankers can extend more attractive rates of interest for longer periods than commercial terms. Importers benefit by being able to negotiate better-than-commercial rates of interest and longer periods for repayment with their banks.

◆ The **Export Credit Guarantee Program (GSM-102)** and the **Intermediate Export Credit Guarantee Program (GSM-103)** underwrite credit extended by the private banking sector in the United States (or, less commonly, by a U.S. exporter) to approved foreign banks using dollar-denominated, irrevocable letters of credit to pay for food and agricultural products sold to foreign buyers. GSM-102 covers credit terms up to three years. GSM-103 covers longer credit terms up to 10 years. Under GSM-102/103, the CCC does not provide financing, but guarantees payments due from foreign banks.

**Contact:** L.T. McElvain, (202) 720-6211; fax (202) 720-0938; e-mail: [mcelvain@usda.gov](mailto:mcelvain@usda.gov); home page: [www.fas.usda.gov](http://www.fas.usda.gov).

◆ The **Supplier Credit Guarantee Program (SCGP)** provides a guarantee, in the event of an importer's default, on a portion of a U.S. exporter's open account receivable. U.S. exporters can purchase coverage for agricultural commodities or product sales where short-term credit has been extended directly to the importer. The payment obligation of the importer must be evidenced by a signed promissory note as prescribed by the CCC. While the SCGP emphasizes high-value or value-added agricultural commodities, any agricultural product may be considered.

**Contact:** Penny Stevenson, 202-720-8639; fax (202) 720-0938; e-mail: [stevensonp@fas.usda.gov](mailto:stevensonp@fas.usda.gov); home page: [www.fas.usda.gov](http://www.fas.usda.gov).

◆ The **Facility Guarantee Program (FGP)** provides credit guarantees for the sale of manufactured goods and services to enhance and establish agribusiness-related facilities overseas that primarily handle, store, distribute, or process U.S. agricultural products and commodities. The FGP assists importers in acquiring needed manufactured goods and services while protecting exporters from most of the risk of nonpayment by foreign banks.

**Contact:** Joyce Estep, (202) 720-0581; fax (202) 690-0251; e-mail: [estep@fas.usda.gov](mailto:estep@fas.usda.gov); or Program Planning, Development and Evaluation Division, (202) 720-4221; home page: [www.fas.usda.gov](http://www.fas.usda.gov)

***Market Access Program (MAP)/Foreign Agricultural Service (FAS)/U.S. Department of Agriculture (USDA)***

The MAP uses funds from the USDA's Commodity Credit Corporation to help U.S. producers, exporters, private companies, and other trade organizations finance both brand and generic promotional activities for U.S. agricultural, fish, and forestry products. The MAP encourages the development, maintenance, and expansion of commercial export markets for these products. Activities financed include consumer promotions, market research, technical assistance, and trade servicing. Agricultural trade organizations, cooperatives, state departments of agriculture, and small businesses may submit applications for participation. The deadline date is published annually in the *Federal Register*.

**Contact:** Marketing Operations Staff, (202) 720-4327; fax (202) 720-9361; home page: [www.fas.usda.gov/mos/programs/mapprog.html](http://www.fas.usda.gov/mos/programs/mapprog.html).

# Chapter 9

## Health, Performance, Quality, and Safety Inspection/Certification Programs

### ***Safe Harbor Data Protection Program/ITA/U.S. Department of Commerce***

The Safe Harbor is a self-certification system designed to help U.S. companies avoid interruptions in their business dealings with the European Union (EU) or prosecution by European authorities under European privacy laws. The EU Directive on Data Protection that took effect in 1998 prohibits the transfer of personal data to non-EU nations that fail to meet the European “adequacy” standard for privacy protection. As a result of the differing approaches to privacy established by the European Commission (EC) and the United States, this EU directive could significantly hamper the ability of U.S. companies to engage in many trans-Atlantic transactions, including e-commerce. The Safe Harbor framework was developed by the Commerce Department, in consultation with the EC, industry, and non-governmental organizations, to bridge these different privacy approaches and provide a streamlined means for U.S. organizations to comply with the EU directive.

**Contact:** Certification may be submitted via the Internet or by sending a letter to Jeff Rohlmeier, Room 2003, International Trade Administration, Department of Commerce, 14th & Constitution Avenue NW, Washington, DC 20230; (202) 482-0343; fax (202) 482-5665; e-mail: [jeff\\_rohlmeier@ita.doc.gov](mailto:jeff_rohlmeier@ita.doc.gov); home page: [www.export.gov/safeharbor](http://www.export.gov/safeharbor).



### ***FDA Export Certificates for U.S. Products/Food and Drug Administration (FDA)***

Foreign customers and/or governments often request that U.S. companies submit an export certificate when they ship FDA-regulated products abroad. FDA export certificates are for export purposes only and may not be used in domestic advertising or promotion. The FDA, at the request of U.S. exporters, will issue export certificates for human drugs and biological products, animal drugs, and medical devices that meet the applicable requirements of the Federal Food, Drug, and Cosmetic Act. The FDA certifies that the products meet domestic U.S. requirements and are eligible for sale in the United States or, in cases where the product may not be marketed in the United States, that the product may be exported under U.S. law. The type of application and information required may differ according to the type of certificate requested and the





commodity being exported. Exporters are urged to contact the appropriate center within the FDA for guidance on requesting procedures and export certificate eligibility for their particular country.

**Contact:** General information on the application process is available at [www.fda.gov/opacom/fedregister/frexport.html](http://www.fda.gov/opacom/fedregister/frexport.html). The FDA home page, [www.fda.gov](http://www.fda.gov), also provides descriptions of the requirements and links to FDA centers. For certificates relating to drugs, contact the Center for Drug Evaluation and Research at (301) 827-8983; biologics, contact the Center for Biologics Evaluation and Research at (301) 827-2000; medical devices, contact the Center for Devices and Radiological Health, Office of Compliance, Information Processing, and Office of Automation Branch, at (301) 827-4555, extension 110; animal drugs, contact the Center for Veterinary Medicine at (301) 827-0178.

### ***Inspection Certificates for Food and Agricultural Exports/U.S. Department of Agriculture (USDA)***

Several agencies within the USDA provide inspection services when certificates are required to clear imported products through overseas customs or when requested by foreign buyers.

◆ The **Animal and Plant Health Inspection Service (APHIS)** provides exporters information on import and export requirements for plant and animal products and by-products. Phytosanitary inspections for plant materials are offered at ports and interior locations. Animal health certificates for animal products, including hides and pet foods, can be obtained from your local APHIS veterinarian.

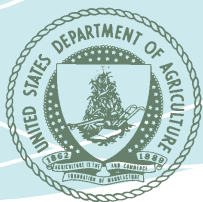
**Contact:** For plant export certification, call (301) 734-8537; for animal health certification, call (301) 734-3277; or visit the APHIS home page: [www.aphis.usda.gov](http://www.aphis.usda.gov) and look for "Plant/Animal/Health."

◆ The **Federal Grain Inspection Service (FGIS)** provides inspections under the U.S. Grain Standards Act and the Agricultural Marketing Act. The FGIS also conducts mandatory inspections for all exported grain. Products examined by the FGIS include rice, peas, beans, lentils, all grains, and grain-based processed products.

**Contact:** John Giler, Standards and Procedures Branch, (202) 720-0252; fax (202) 720-1015; e-mail: [john.giler@usda.gov](mailto:john.giler@usda.gov); home page: [www.usda.gov/gipsa](http://www.usda.gov/gipsa).

◆ The **Food Safety and Inspection Service (FSIS)** guarantees that meat and poultry products are properly labeled and U.S. inspected and approved.

**Contact:** Food Safety and Inspection Service, (402) 221-7400; fax (402) 221-7479; home page: [www.fsis.usda.gov/fo/export/explib.htm](http://www.fsis.usda.gov/fo/export/explib.htm) or [www.fsis.usda.gov/index.htm](http://www.fsis.usda.gov/index.htm).



• The **Voluntary Food Quality Certification Service**: The USDA's Agricultural Marketing Service (AMS), in cooperation with state agencies, offers official grading, inspection, and certification services; production and processing verification services; and chemical and microbiological testing services for a variety of agricultural products, including organic products. Grading, inspection, and certification services can be based on U.S. grade standards developed by the USDA for these products, or they can be based on applicant specifications and processes.

**Contact:** Kenneth C. Clayton, associate administrator, AMS, (202) 720-4276; fax (202) 720-8477; e-mail: [kenneth.clayton@usda.gov](mailto:kenneth.clayton@usda.gov); home page: [www.ams.usda.gov/index.htm](http://www.ams.usda.gov/index.htm). AMS program areas include **cotton:** [www.ams.usda.gov/cotton](http://www.ams.usda.gov/cotton); **dairy:** [www.ams.usda.gov/dairy](http://www.ams.usda.gov/dairy); **fruits and vegetables:** [www.ams.usda.gov/fv](http://www.ams.usda.gov/fv); **livestock and seed:** [www.ams.usda.gov/lsg](http://www.ams.usda.gov/lsg); **poultry:** [www.ams.usda.gov/poultry](http://www.ams.usda.gov/poultry); **science and technology:** [www.ams.usda.gov/science](http://www.ams.usda.gov/science); **tobacco:** [www.ams.usda.gov/tob](http://www.ams.usda.gov/tob); and **transportation and marketing:** [www.ams.usda.gov/tmd](http://www.ams.usda.gov/tmd) and [www.ams.usda.gov/civilrights](http://www.ams.usda.gov/civilrights). AMS International Services home page: [www.ams.usda.gov/international](http://www.ams.usda.gov/international).

### ***Seafood Inspection Program/National Oceanic and Atmospheric Administration (NOAA)/U.S. Department of Commerce***

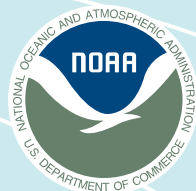
The National Marine Fisheries Service (NMFS) Inspection Services Division includes consumer safety officers and trade specialists who offer a range of services to assist U.S. fishing industry businesses engaged in the exports of fish and fishery products. Besides inspecting and certifying products for export, staff members advise seafood marketers about foreign regulations and maintain contact with foreign government regulatory agencies to resolve sanitary and hygienic issues. NOAA also promotes and facilitates the trade of U.S. fishery products internationally.

**Contact:** Kimberly Young, Seafood Inspection Program, (800) 422-2750 or (301) 713-2355; fax (301) 713-1081; home page: <http://seafood.nmfs.noaa.gov>.

### ***Environmental Technology Verification Program (ETV)/U.S. Environmental Protection Agency (EPA)***

The ETV program verifies the performance characteristics of commercial-ready environmental technologies through the evaluation of objective, quality-assured data. The program provides potential purchasers and permittees, in the United States and abroad, with an independent and credible assessment of innovative environmental technologies. This voluntary program currently verifies technologies in the following categories: drinking water systems; site characterization and monitoring; innovative coatings and coating equipment; indoor air products; advanced monitoring systems; air pollution control technology; greenhouse gas technology; wet weather flow technologies; and source water protection technologies. A center for verifying pollution prevention, recycling, and waste treatment technologies is being planned.

**Contact:** ETV home page: [www.epa.gov/etv](http://www.epa.gov/etv).





### ***Wholesaler's Basic Permit/Alcohol and Tobacco Tax and Trade Bureau (TTB)/U.S. Department of the Treasury***

A Wholesaler's Basic Permit from the TTB, the agency that regulates alcoholic beverages and wine, is required to export wine, beer, and distilled spirits on a wholesale level. A background check is required when a Wholesaler's Basic Permit is issued. The United States does not require a permit for alcohol sold abroad on a retail level. The foreign country may mandate specific documentation. Specialists at the TTB can help companies navigate the application process.

**Contact:** Chief, International Trade Division, Office of Alcohol and Tobacco, (202) 927-8100 or for application materials, contact the National Revenue Center, (513) 684-3334; or view [www.ttb.gov](http://www.ttb.gov).

# Chapter 10

## Export Licenses and Controls

### **Bureau of Industry and Security (BIS)/U.S. Department of Commerce**

The BIS provides assistance on export licensing requirements through its Office of Exporter Services (OEXS). OEXS interprets Export Administration Regulations (EAR) and provides assistance, such as detailed and up-to-date information on the status of pending license applications; advice on a broad range of export issues, licensing requirements, documentation required for export transactions, and special policy concerns for specific countries; assistance in selecting the appropriate license; and answers to inquiries regarding BIS policy issues and processing time frames.

OEXS counselors can serve as intermediaries and arrange meetings between exporters and BIS licensing officials. OEXS also authorizes emergency processing on export license applications. Cases meeting specific criteria are expedited through the licensing process. These cases are often approved within a few days of receipt of the application. OEXS also provides counseling and training to help defense-dependent firms located throughout the western United States diversify into new commercial and international markets.

The Internet-based Simplified Network Application Process (SNAP) provides a secure environment for the electronic submission of license applications, commodity classification requests, and high-performance computer notices. Once the BIS has received and processed a request to use SNAP, exporters can access the system for tracking purposes within 24 hours, and notification of final action is sent electronically.

**Contact:** BIS Office of Outreach and Educational Services, (202) 482-4811; fax (202) 482-3617; export seminar staff, (202) 482-6031; fax (202) 482-3322; BIS Western Regional Office, (949) 660-0144; fax (949) 660-9347; BIS Northern California Office, (408) 998-7402; fax (408) 998-7470; home page: [www.bis.doc.gov](http://www.bis.doc.gov).

### **Office of Foreign Assets Control (OFAC)/U.S. Department of the Treasury**

The OFAC administers and enforces economic and trade sanctions against targeted foreign countries, terrorists, and international narcotics traffickers and their agents based on U.S. foreign policy and national security goals. OFAC publishes an extensive library of free materials on its Web site to help the international trade community comply with U.S. sanctions. The Web site includes summaries of sanctions programs by country, as well as a booklet entitled *Foreign Assets Control Regulations for Exporters and Importers*. Also available is the “Specially Designated Nationals and Blocked Persons” list of entities and individuals with whom U.S. citizens may not conduct



business and whose property must be blocked if under the control of a U.S. citizen. Users can keep current with OFAC updates through a free subscription e-mail service. All of the information available on the Web site is also available via OFAC's free fax-on-demand service. OFAC also maintains a hotline staffed by compliance officers who are knowledgeable about international trade. They are available Monday through Friday (8:00 a.m. to 7:00 p.m. Eastern Time) to provide guidance on sanctions-related matters.

**Contact:** Compliance Programs Division hotline, 1-800-540-6322; fax (202) 622-2426; 24 hour fax-on-demand service, (202) 622-0077; home page: [www.treas.gov/ofac](http://www.treas.gov/ofac).

### ***Office of Defense Trade Controls (DTC)/U.S. Department of State***

The Office of Defense Trade Controls (DTC) implements the International Traffic in Arms Regulations (ITAR) and the U.S. Munitions List (USML), both of which regulate the export of U.S. defense articles, services, and related technical data. The Arms Licensing Division receives, evaluates, and adjudicates export license applications for items regulated under the ITAR and USML.

**Contact:** Arms Licensing Division, (202) 663-2714 or (202) 663-2700; fax (202) 261-8264; home page: [www.pmdtc.org](http://www.pmdtc.org).



# APPENDIX A

## EXPORT ASSISTANCE CENTER NETWORK

### ALABAMA

#### **Birmingham**

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Birmingham, AL 35203  
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Fax: (205) 731-0076  
E-mail: [office.birmingham@mail.doc.gov](mailto:office.birmingham@mail.doc.gov)

### ALASKA

#### **Anchorage**

550 West 7th Avenue, Suite 1770  
Anchorage, AK 99501  
Phone: (907) 271-6237  
Fax: (907) 271-6242  
E-mail: [alaska.office.box@mail.doc.gov](mailto:alaska.office.box@mail.doc.gov)

### ARIZONA

#### **Phoenix**

2901 North Central Avenue  
Suite 970  
Phoenix, AZ 85012  
Phone: (602) 640-2513  
Fax: (602) 640-2518  
E-mail: [phoenix.office.box@mail.doc.gov](mailto:phoenix.office.box@mail.doc.gov)

#### **Tucson**

166 West Alameda  
Tucson, AZ 85701  
Phone: (520) 670-5540  
Fax: (520) 791-5413  
E-mail: [tucson.office.box@mail.doc.gov](mailto:tucson.office.box@mail.doc.gov)

### ARKANSAS

#### **Little Rock**

425 West Capitol Avenue, Suite 700  
Little Rock, AR 72201  
Phone: (501) 324-5794  
Fax: (501) 324-7380  
E-mail: [office.littlerock@mail.doc.gov](mailto:office.littlerock@mail.doc.gov)

### CALIFORNIA

#### **Bakersfield (Kern County)**

2100 Chester Ave., 1st Floor  
Suite 166  
Bakersfield, CA 93301  
Phone: (661) 637-0136  
Fax: (661) 637-0156  
E-mail: [bakersfield.office.box@mail.doc.gov](mailto:bakersfield.office.box@mail.doc.gov)

#### **Fresno**

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Fresno, CA 93710  
Phone: (559) 227-6582  
Fax: (559) 227-6509  
E-mail: [fresno.office.box@mail.doc.gov](mailto:fresno.office.box@mail.doc.gov)

#### **Indio/Cabazon**

84-245 Indio Springs Parkway  
Indio, CA 92203-3499  
Phone: (760) 342-4455  
Fax: (760) 342-3535



**Inland Empire**

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Ontario, CA 91764  
Phone: (909) 466-4134  
Fax: (909) 466-4140  
E-mail: [ontario.office.box@mail.doc.gov](mailto:ontario.office.box@mail.doc.gov)

**Los Angeles (Downtown)**

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Los Angeles, CA 90071  
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Fax: (213) 894-8789  
E-mail: [los.angeles.downtown.office.box@mail.doc.gov](mailto:los.angeles.downtown.office.box@mail.doc.gov)

**Los Angeles (West)**

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Los Angeles, CA 90064  
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Fax: (310) 235-7220  
E-mail: [los.angeles.office.box@mail.doc.gov](mailto:los.angeles.office.box@mail.doc.gov)

**Monterey**

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Monterey, CA 93940  
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Fax: (831) 641-9849  
E-mail: [montereyca.office.box@mail.doc.gov](mailto:montereyca.office.box@mail.doc.gov)

**North Bay/Novato**

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San Rafael, CA 94903  
Phone: (415) 492-4546/4548  
Fax: (415) 492-4549  
E-mail: [novato.office.box@mail.doc.gov](mailto:novato.office.box@mail.doc.gov)

**Oakland**

544 Water Street  
Oakland, CA 94607  
Phone: (510) 273-7350  
Fax: (510) 273-7352  
E-mail: [oakland.office.box@mail.doc.gov](mailto:oakland.office.box@mail.doc.gov)

**Orange County**

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Newport Beach, CA 92660  
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Fax: (949) 660-1338  
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**Sacramento**

917 7th Street, 2nd Floor  
Sacramento, CA 95814  
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Fax: (916) 498-5923  
E-mail: [sacramento.office.box@mail.doc.gov](mailto:sacramento.office.box@mail.doc.gov)

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San Diego, CA 92122  
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Fax: (619) 557-6176  
E-mail: [san.diego.office.box@mail.doc.gov](mailto:san.diego.office.box@mail.doc.gov)

**San Francisco**

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San Francisco, CA 94104  
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Fax: (415) 705-2297  
E-mail: [san.francisco.office.box@mail.doc.gov](mailto:san.francisco.office.box@mail.doc.gov)

**San Jose**

152 N. Third St., Suite 550  
San Jose, CA 95112-5591  
Phone: (408) 271-7300  
Fax: (408) 271-7306  
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**Ventura County**

5700 Ralston Street, Suite 310  
Ventura, CA 93003  
Phone: (805) 676-1573  
Fax: (805) 676-1892

## **COLORADO**

### **Denver**

World Trade Center  
1625 Broadway, Suite 680  
Denver, CO 80202  
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Fax: (303) 844-5651  
E-mail: [denver.office.box@mail.doc.gov](mailto:denver.office.box@mail.doc.gov)

## **CONNECTICUT**

### **Middletown**

213 Court Street, Suite 903  
Middletown, CT 06457-3382  
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Fax: (860) 638-6970  
E-mail: [office.middletown@mail.doc.gov](mailto:office.middletown@mail.doc.gov)

## **DELAWARE**

*Served by the Philadelphia, Pa.,  
Export Assistance Center*

## **DISTRICT OF COLUMBIA**

*Served by the Baltimore, Md.,  
Export Assistance Center*

## **FLORIDA**

### **Tampa Bay**

14010 Roosevelt Blvd., Suite 704  
Clearwater, FL 33762  
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Fax: (727) 893-3839  
E-mail: [office.clearwater@mail.doc.gov](mailto:office.clearwater@mail.doc.gov)

### **Ft. Lauderdale**

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Miami, FL 33126-3009  
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Fax: (305) 526-7434  
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### **Tallahassee**

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Fax: (808) 522-8045  
E-mail: [honolulu.office.box@mail.doc.gov](mailto:honolulu.office.box@mail.doc.gov)

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Fax: (208) 334-2783  
E-mail: [boise.office.box@mail.doc.gov](mailto:boise.office.box@mail.doc.gov)

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Chicago, IL 60603  
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Fax: (312) 353-8120  
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Fax: (316) 263-8306  
E-mail: [office.wichita@mail.doc.gov](mailto:office.wichita@mail.doc.gov)

## **KENTUCKY**

### **Lexington**

4th Floor, Lexington Central Library  
140 E. Main Street  
Lexington, KY 40507  
Phone: (859) 225-7001  
Fax: (859) 225-6501

### **Louisville**

601 W. Broadway, Room 634B  
Louisville, KY 40202  
Phone: (502) 582-5066  
Fax: (502) 582-6573  
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### **Somerset**

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Phone: (606) 677-6160  
Fax: (606) 677-6161  
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### **New Orleans**

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### **Shreveport**

Business Education Building 119H  
One University Place  
Shreveport, LA 71115-2399  
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## **MAINE**

### **Portland**

c/o Maine International Trade  
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## **MARYLAND**

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## **MASSACHUSETTS**

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## **MICHIGAN**

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### **Grand Rapids**

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Grand Rapids, MI 49504  
Phone: (616) 458-3564  
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### **Pontiac**

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### **Ypsilanti**

c/o Eastern Michigan University  
300 W. Michigan Ave.  
Room 306G Owen  
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## **MINNESOTA**

### **Minneapolis**

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Minneapolis, MN 55402  
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Fax: (612) 348-1650  
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## **MISSISSIPPI**

### **Raymond**

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Jackson, MS 39201  
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Fax: (601) 965-4132  
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## **MISSOURI**

### **Kansas City**

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### **St. Louis**

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## **MONTANA**

### **Missoula**

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Missoula, MT 59807  
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Fax: (406) 542-6659  
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## **NEBRASKA**

### **Omaha**

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Omaha, NE 68137  
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Fax: (402) 597-0194  
E-mail: [omaha.office.box@mail.doc.gov](mailto:omaha.office.box@mail.doc.gov)

## **NEVADA**

### **Las Vegas**

400 Las Vegas Boulevard South  
Las Vegas, NV 89101  
Phone: (702) 229-1157  
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### **Reno**

1755 East Plumb Lane, Suite 152  
Reno, NV 89502  
Phone: (775) 784-5203  
Fax: (775) 784-5343  
E-mail: [reno.office.box@mail.doc.gov](mailto:reno.office.box@mail.doc.gov)

## **NEW HAMPSHIRE**

### **Portsmouth**

17 New Hampshire Avenue  
Portsmouth, NH 03801-2838  
Phone: (603) 334-6074  
Fax: (603) 334-6110  
E-mail: [office.portsmouth@mail.doc.gov](mailto:office.portsmouth@mail.doc.gov)

## **NEW JERSEY**

### **Newark**

744 Broad Street, Suite 1505  
Newark, NJ 07102  
Phone: (973) 645-4682  
Fax: (973) 645-4783  
E-mail: [office.newark@mail.doc.gov](mailto:office.newark@mail.doc.gov)

### **Trenton**

3131 Princeton Pike, Bldg. #4  
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Trenton, NJ 08648-2319  
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## **NEW MEXICO**

### **Santa Fe**

c/o New Mexico Department of  
Economic Development  
1100 St. Francis Drive  
Santa Fe, NM 87501  
or  
P.O. Box 20003  
Santa Fe, NM 87504-5003  
Phone: (505) 827-0350  
Fax: (505) 827-0263  
E-mail: [santa.fe.office.box@mail.doc.gov](mailto:santa.fe.office.box@mail.doc.gov)

## **NEW YORK**

### **Buffalo**

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### **Harlem**

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Fax: (212) 860-6203  
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### **Long Island**

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Mineola, NY 11501  
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Fax: (516) 739-3310  
E-mail: [office.longisland@mail.doc.gov](mailto:office.longisland@mail.doc.gov)

### **New York City**

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Fax: (212) 809-2687  
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Rochester, NY 14604  
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Fax: (585) 325-6505

**Westchester**

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White Plains, NY 10604  
Phone: (914) 682-6712  
Fax: (914) 682-6698  
E-mail: [office.westchester@mail.doc.gov](mailto:office.westchester@mail.doc.gov)

**NORTH CAROLINA****Charlotte**

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Charlotte, NC 28202  
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**Greensboro**

342 North Elm Street  
Greensboro, NC 27401  
Phone: (336) 333-5345  
Fax: (336) 333-5158  
E-mail: [office.greensboro@mail.doc.gov](mailto:office.greensboro@mail.doc.gov)

**Raleigh**

Triangle Export Assistance Center  
5 West Hargett Street, Suite 600  
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Export Assistance Center***

# **APPENDIX B**

## *TPCC AGENCIES AND ADDRESSES*

### ***U.S. Department of Commerce***

1401 Constitution Avenue, N.W.  
Washington, DC 20230  
*www.commerce.gov*

### ***U.S. Department of State***

2201 C Street, N.W.  
Washington, DC 20520  
*www.state.gov*

### ***U.S. Department of the Treasury***

1500 Pennsylvania Avenue, N.W.  
Washington, DC 20220  
*www.treasury.gov*

### ***U.S. Department of Defense***

The Pentagon  
Washington, DC 20301  
*www.defense.gov*

### ***U.S. Department of the Interior***

1849 C Street, N.W.  
Washington, DC 20240  
*www.interior.gov*

### ***U.S. Department of Agriculture***

14th Street and Independence Avenue, S.W.  
Washington, DC 20250  
*www.usda.gov*



### ***U.S. Department of Labor***

200 Constitution Avenue, N.W.  
Washington, DC 20210  
[www.labor.gov](http://www.labor.gov)

### ***U.S. Department of Transportation***

400 Seventh Street, S.W.  
Washington, DC 20590  
[www.transportation.gov](http://www.transportation.gov)

### ***U.S. Department of Energy***

1000 Independence Avenue, S.W.  
Washington, DC 20585  
[www.energy.gov](http://www.energy.gov)

### ***Office of Management and Budget***

New Executive Office Building  
725 17th Street, N.W.  
Washington, DC 20503  
[www.omb.gov](http://www.omb.gov)

### ***Office of the United States Trade Representative***

600 17th Street, N.W.  
Washington, DC 20508  
[www.ustr.gov](http://www.ustr.gov)

### ***Council of Economic Advisers***

Eisenhower Executive Office Building, Room 99  
The White House  
Washington, DC 20502  
[www.whitehouse.gov/cea](http://www.whitehouse.gov/cea)

### ***Environmental Protection Agency***

Ronald Reagan Building, Room 31237  
1300 Pennsylvania Avenue, N.W.  
Washington, DC 20460  
[www.epa.gov](http://www.epa.gov)



### ***U.S. Small Business Administration***

409 Third Street, S.W.  
Washington, DC 20416  
[www.sba.gov](http://www.sba.gov)

### ***U.S. Agency for International Development***

State Department Building  
320 21st Street, N.W.  
Washington, DC 20523  
[www.usaid.gov](http://www.usaid.gov)

### ***Export-Import Bank of the United States***

811 Vermont Avenue, N.W.  
Washington, DC 20571  
[www.exim.gov](http://www.exim.gov)

### ***Overseas Private Investment Corporation***

1100 New York Avenue, N.W.  
Washington, DC 20527  
[www.opic.gov](http://www.opic.gov)

### ***U.S. Trade and Development Agency***

1000 Wilson Boulevard, Suite 1600  
Arlington, VA 22209  
[www.tda.gov](http://www.tda.gov)

### ***National Economic Council***

The White House  
Washington, DC 20502  
[www.whitehouse.gov/nec](http://www.whitehouse.gov/nec)

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## ACRONYMS



<b>AGRICOLA</b>	Agricultural On-line Access Database
<b>AMS</b>	Agricultural Marketing Service
<b>APHIS</b>	Animal and Plant Health Inspection Service
<b>BIS</b>	Bureau of Industry and Security
<b>BISNIS</b>	Business Information Service for the Newly Independent States
<b>CCC</b>	Commodity Credit Cooperation
<b>CCG</b>	Country Commercial Guide
<b>CEEBIC</b>	Central and Eastern Europe Business Information Center
<b>DEC</b>	District Export Council
<b>DOT</b>	U.S. Department of Transportation
<b>DTC</b>	Office of Defense Trade Controls
<b>EFM</b>	Export Finance Matchmaker
<b>ELAN</b>	Export Legal Assistance Network
<b>EPA</b>	U.S. Environmental Protection Agency
<b>ERS</b>	Economic Research Service
<b>E-TAP</b>	Export Trade Assistance Partnership
<b>ETNA</b>	Environmental Technology Network for Asia and the Americas
<b>ETV</b>	Environmental Technology Verification Program
<b>EU</b>	European Union
<b>EWCP</b>	Export Working Capital Program
<b>Ex-Im Bank</b>	Export-Import Bank of the United States
<b>FAS</b>	Foreign Agricultural Service
<b>FDA</b>	Food and Drug Administration
<b>FGIS</b>	Federal Grain Inspection Service
<b>FGP</b>	Facility Guarantee Program
<b>FMR</b>	Flexible Market Research
<b>FSIS</b>	Food Safety Inspection Service
<b>FSO</b>	Foreign Service Officer
<b>GSM-102</b>	Export Credit Guarantee Program



<b>GSM-103</b>	Intermediate Export Credit Guarantee Program
<b>GTN</b>	Global Trade and Technology Network
<b>IBP</b>	International Buyer Program
<b>IDB</b>	International Database
<b>IIE</b>	Institute for International Education
<b>IMI</b>	International Market Insight
<b>IPS</b>	International Partner Search
<b>ISD</b>	Inspection Services Division
<b>ISIS</b>	Integrated System for Information Services
<b>ITA</b>	International Trade Administration
<b>ITAR</b>	International Traffic in Arms Regulation
<b>MAC</b>	Market Access and Compliance
<b>MAP</b>	Market Access Program
<b>MBDA</b>	Minority Business Development Agency
<b>MDB</b>	multilateral development bank
<b>MDCP</b>	Market Development Cooperator Program
<b>MRC</b>	Minority Resource Center
<b>NAFTA</b>	North American Free Trade Agreement
<b>NAICS</b>	North American Industry Classification System
<b>NAL</b>	National Agricultural Library
<b>NIS</b>	Newly Independent States
<b>NIST</b>	National Institute of Standards and Technology
<b>NMFS</b>	National Marine Fisheries Service
<b>NOAA</b>	National Oceanic and Atmospheric Administration
<b>NTDB</b>	National Trade Data Bank
<b>NTIS</b>	National Technical Information Service
<b>OEABO</b>	Office of Export Assistance and Business Outreach
<b>OEXS</b>	Office of Exporter Services
<b>OFAC</b>	Office of Foreign Assets Control
<b>OIT</b>	Office of International Trade
<b>OPIC</b>	Overseas Private Investment Corporation



<b>OSAC</b>	Overseas Security Advisory Council
<b>OSDBU</b>	Office of Small and Disadvantaged Business Utilization
<b>OST</b>	Office of the Secretary
<b>OTEA</b>	Office of Trade and Economic Analysis
<b>OTEXA</b>	Office of Textiles and Apparel
<b>SABIT</b>	Special American Business Internship Training
<b>SBA</b>	U.S. Small Business Administration
<b>SBDC</b>	Small Business Development Center
<b>SBIC</b>	Small Business Investment Company
<b>SCGP</b>	Supplier Credit Guarantee Program
<b>SCORE</b>	Service Corps of Retired Executives
<b>SDN</b>	Specially Designated Nationals and Blocked Persons
<b>SEA</b>	Shipper and Exporter Assistance
<b>SITC</b>	Standard International Trade Classification
<b>SME</b>	small and medium-sized enterprises
<b>SNAP</b>	Simplified Network Application Process
<b>TCC</b>	Trade Compliance Center
<b>TD</b>	Trade Development
<b>TDA</b>	U.S. Trade and Development Agency
<b>TIC</b>	Trade Information Center
<b>TOP</b>	Trade Opportunity Program
<b>TTB</b>	Alcohol and Tobacco Tax and Trade Bureau
<b>US-AEP</b>	United States-Asia Environmental Partnership
<b>USAID</b>	U.S. Agency for International Development
<b>USCS</b>	U.S. Commercial Service
<b>USDA</b>	U.S. Department of Agriculture
<b>USEAC</b>	U.S. Export Assistance Center
<b>USML</b>	United States Munitions List
<b>USTR</b>	United States Trade Representative
<b>WTO</b>	World Trade Organization







